





Kelsie Minkie

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Dedicated Student Pursuing a Marketing Degree

Motivated and passionate college student with developed time management skills, eagerness to learn, ability to manage multiple deadline priorities, and an established, goal-oriented mindset. Searching for an internship opportunity to continue to build and advance career expertise. Enjoys creative environments and working as part of a team. Capable of learning new skills and techniques, accomplishing given instructions, and improving overall quality of work.

Skills

- Adobe InDesign and Illustrator (Basic Proficiency)
- Social Media and Poster Advertising
- Microsoft Excel Skills
- Event Planning
- Written Communication Skills
- Knowledgeable in Microsoft PowerPoint
- Leadership Experience

Education

EXPECTED MAY 2026

Bachelor of Business Administration in Marketing and Minor in Multimedia Communication / University of Wisconsin-Eau Claire

Honorary member of the dean's list for 2022, 2023, and 2024.

Work History

AUGUST 2023—PRESENT DAY

Resident Assistant / University of Wisconsin-Eau Claire, Eau Claire, WI

- Perform a wide variety of tasks, including providing accommodations, implementing instructions, and offering acts of service and companionship to residents
- Create event posters and social media posts to attract residents to attend events
- Plan events for 44 residents in order to maximize community involvement, develop friendships, and provide a positive experience for students at the university

SEPTEMBER 2022—MAY 2024

Teacher's Assistant/ University of Wisconsin-Eau Claire, Eau Claire, WI

- Assist professor in distributing notes and assignments to students throughout the class
- Grade assignments, attend meetings twice a week every week
- Entered grades promptly into Canvas

JUNE 2024—AUGUST 2024

Kids Camp Employee / Lake Carroll Recreation, Lake Carroll, IL

- Supervised and attended to children at all times
- Understood health and safety percussions, conflict resolution processes, and activity implementation

MAY 2023—AUGUST 2023

Professional Cleaning / So Klean Cleaning Company, Rock City, IL

- Provided detail-oriented services and skills while delivering professional cleaning services to clients, executing new cleaning techniques, and preserving equipment
- Established professional relationships with clients

Leadership and Community Involvement

SEPTEMBER 2023—PRESENT DAY

Concert Dance Company / UWEC, Eau Claire, WI

- Member of the Concert Dance Company student organization at UW-Eau Claire
- Practice minimum of 4-6 hours per week during fall, winter, and spring
- Perform for members of the community. Compose and orchestrate creative routines for the enjoyment of others

SEPTEMBER 2022—MAY 2024

Track and Field / UWEC Blugolds, Eau Claire, WI

- Member of University of Wisconsin-Eau Claire Track and Field team
- Practice minimum of 8-10 hours per week nearly every day of the school year
- Hosted and facilitated track meets for high schools in the area
- Directed services at the Eau Claire City Marathon

FEBRUARY 3, 2025—FEBRUARY 21, 2025

RA Selection Committee/ UWEC Housing, Eau Claire, WI

- Attended training to learn how to give fair, unbiased feedback from employee interviews
- Evaluated interview responses, and apply interviewee characteristics to the RA role
- Engaged in employee interviews and took descriptive notes
- Participated in the deliberation process resulting in the selection of multiple individuals for the RA position