

Samantha Ward

MSU Bryan Hall 209 W. Brody
517-388-3703

Objective To obtain an internship that will utilize my coherent communication skills and passion for integrating analytical and technical tasks with creative ideas and designs.

Education **Michigan State University B.A., Professional Writing**, East Lansing, MI
Minor, Public Relations
Member of MSU Honors College
Expected graduation: May, 2017
Cumulative GPA: 4.0

Experience and Activities

- Communications and Social Media Intern** 2015
Michigan State University College of Arts and Letters, East Lansing, MI
- Manage social media platforms and execute ad campaigns
 - Produce a range of multi-media content, including newsletters, articles, and graphic elements
 - Conduct interviews with students, faculty, and alumni to create articles, and web content
- Student Staff** 2014-2015
Michigan State University Scholarships and Fellowships Advancement, East Lansing, MI
- Maintain communications, accounting, and database information for effective office operations
 - Contribute blog posts and proof reading skills to communications works
 - Interact with external donors and internal employees within the University
- Banquet Server** 2014
Kellogg Hotel & Conference Center, East Lansing, MI
- Handled detail oriented service and set-up tasks with large banquet team
 - Employed customer service skills while serving meals to variety of clients
 - Assisted in organization of necessary materials for service and clean up
- Design Team Member** 2014-2015
Professional Writing Design Team, East Lansing, MI
- Generated posters, flyers, and handouts for the Professional Writing major
 - Communicated with team members to gather and organize pictures and information
 - Edited end-of-year Professional Writing presentation with collected information
- President** 2012-2014
Capital Region Community Foundation Youth Action Committee, Lansing, MI
- Directed monthly meetings of 30 teens in granting out money to projects helping youth in the area
 - Created publications and managed social media to market the program
 - Deliberated on which grant proposals would receive funding in two yearly granting cycles
 - Participated in many service projects including Salvation Army Toy Distribution, Jeans for Teens Drive, and Greater Lansing Food Bank Garden Project

Skills and Awards

- Photo and video editing experience-Adobe Photoshop and Premier, iMovie
- Web authoring skills-Wordpress experience; xHTML and CSS languages
- Fall, 2014 MSU Dean's List
- Kevin Bibbs Lamplighter Scholarship and 2014 Junior League of Lansing Scholarship for volunteerism and community involvement
- Michigan State University College of Arts and Letters Jay Samuel Hartt Award for academic achievement