

Amy Pond

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Education

Bachelor of Science

Major: Business Administration Management
University of Wisconsin-Superior

Graduation Date: May 2016

Relevant Work Experience

Career Services Marketing Intern

09/2015-Present

University of Wisconsin-Superior, Superior, WI

- Provide marketing support to the Career Services office including creating an overall marketing plan
- Create and promote on campus events
- Present topics such as “how to write a resume” to classes on behalf of Career Services

Campus Life Advertising and Social Media Coordinator

09/2015 - Present

University of Wisconsin-Superior, Superior, WI

- Create a variety of media for campus events via Adobe Photoshop and Indesign
- Market events for student organizations and campus departments

Student Organization Manager

08/2015 – Present

University of Wisconsin-Superior, Superior, WI

- Create and implement online policy training for 160+ student organization leaders
- Assist student organizations with understanding the variety of resources available to them

Career Resources Assistant

08/2014 - Present

University of Wisconsin-Superior, Superior, WI

- Provide resources such as troubleshooting requests and job search advice for students and alumni
- Review resumes, cover letters and reference pages
- Provide administrative support for Career Services counselors
- Create promotional material and marketing plans career events
- Answer and transfer phone calls
- Perform basic administrative tasks

Human Resources Office and Administrative Specialist

12/2012 - 11/2013

Minnesota Veterans Homes – Minneapolis, Minneapolis, MN

- Maintained 600+ employee data base
- Reviewed resumes and helped with the hiring process such as interviewing candidates
- Worked with multiple unions and posted jobs for bidding both online and on posting boards
- Helped employees file for Family Medical Leave Act and Workers Compensation
- Answered questions about benefits and insurance
- Developed and implemented the on-campus security identification system
 - Created a variety of access levels for each job description and maintained employee data base
 - Issued and deactivated badges as needed

Skills

- Proficient in Microsoft Office, Adobe Photoshop and various industry-specific programs
- Experienced in designing and executing projects such as the Mock Interview Event
- Collaboration with a diverse population on multiple projects

Organizations

Buzz Business Team – Strategic Director

09/2014 – Present

- Marketing and Professional Development Student Organization