

Kaeden Parker

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353 Washington St., Apt. 4, Iowa City, IA 52242

EDUCATION

The University of Iowa, Iowa City, IA

Anticipated December 20XX

B.A. Communication Studies

- Minor: Studio Art
- GPA: 3.6/4.0; Dean's List: Fall 20XX-present

SOFTWARE & SOCIAL MEDIA SKILLS

Adobe Photoshop & Adobe Illustrator

Macromedia Dreamweaver & Macromedia Flash

Social Media Platforms: Facebook, Twitter, Instagram

INTERNSHIP EXPERIENCE

Public Relations & Development Intern

May 20XX—Present

Regina Foundation, Iowa City, IA

- Wrote and edited brochures and publications mailed to target donor audience
- Managed social media, press, and video communication for 5 donor stewardship events
- Corresponded with 20+ donors regarding a campaign feasibility study
- Contributed to annual PR/Marketing plan for Foundation

Marketing and Editing Intern

January 20XX—May 20XX

National Public Radio: WSUI-AM and KSUI-FM, Iowa City, IA

- Edited and created 30% of content for quarterly program guide with a circulation of 20,000
- Wrote and disseminated 5 newsletters, 3 media guides, and 10 news releases for clients
- Coordinated over 50 volunteers and tabulated donations during fundraisers
- Assisted with media relations and advertising campaigns for RiverFest

LEADERSHIP EXPERIENCE

Treasurer

August 20XX—May 20XX

Campus Activities Board, The University of Iowa, Iowa City, IA

- Maintained \$70,000 account for student organization granted the largest budget on campus
- Led a committee of 5 members in making budget decisions and reviewing policies
- Paid invoices for campus events, including comedians, bands, and movies

OTHER WORK EXPERIENCE

Cashier/Swim Instructor

Summers 20XX—20XX

Cedar Rapids Parks & Recreation, Cedar Rapids, IA

- Collaborated with managers in training 30 new workers per summer season
- Helped reconcile front desk and concession cash registers, often totaling in excess of \$5,000 per day
- Taught swimming lessons to 150+ children and monitored safety of pool patrons

FOREIGN LANGUAGE SKILLS

German (proficient)

Spanish (conversational)