

# Raelyn M. Cardwell

## Objective

To obtain employment in the field of marketing or nonprofit that utilizes my strong communication, marketing, or event planning skills

## Education

**Hanover College, Hanover, IN**

**Expected Graduation: May 2018**

- Bachelor of Arts in Political Science, Minor in Communication, Business Scholar

## Campus Leadership and Engagement

*Junior Class Representative/Secretary, Student Senate*

January 2017 – Present

- Serve as the sole communicator between the senate and the executive board
- Plan a campus-wide inclusive event such as Unity Fest 2016

*Catering Chair, Dance Marathon,*

September 2016 – May 2017

- Serve on the Dance Marathon Executive Committee
- Collected food donations for participants who will be dancing a total of eight hours
- Raised \$200 through a corporate sponsorship for Riley Children's Hospital

*Event Coordinator, Campus Activities Board*

January 2016 – December 2016

- Planned Hanover Homecoming concert by securing a venue, performers, and student volunteers

*Sisterhood Chair, Phi Mu*

January 2016 – September 2016

- Planned and implemented a monthly event to strengthen relationships among sisters

*Founder/President, Hanover Democrats*

September 2015 – October 2016

- Revived Hanover Democrats student club
- Planned campus-wide events, co-sponsored programs, and recruitment strategies
- Supported communication between executive members

## Work Experience

*Intern, St. Vincent Foundation*

June 2017 – August 2017

- Assisted in the planning of several events such as St. Vincent Cancer Challenge, Love it! Soiree, Polo at Sunset and Key to the Cure
- Publicized upcoming events via social media and dispersing of creative materials
- Coordinated volunteers for various events

*Temporary Clerical Staff Member, Clark County Government*

May 2015 – December 2016

- Processed marriage licenses, sorted new court cases, and organized incoming mail
- Documented confidential and public information into the Odyssey database
- Updated voter registration cards and assisted in the preparation for upcoming elections

*Phonathon Caller, Office of Advancement*

February 2015 – March 2016

- Contact alumni, parents of current students, and friends of the College to inform of upcoming events and solicit for restricted and unrestricted gifts