

Shelby Earl

Highlight of Skills

- Skilled in motivating others; high energy, friendly, enthusiastic
- Well-developed background in organizational and customer service skills
- Possesses high level of professionalism and consistently seeking to improve
- Strong leadership skills, as well as efficient team member

Education

Hanover College, Hanover, IN

Expected Graduation: May 2018

- Bachelor of Arts in Communication; Minor: Political Science
- Business Scholar

Experience

Sun King Brewing, Indianapolis, IN

June 2017 – Present

Intern: Community Outreach/Partnership Development/Sales

- Initiated new community partnerships which increased brand awareness and sales
- Designed and implemented new protocol for event staff personnel resulting in better organization, efficiency, and time management
- Organized Excel spreadsheets, auditing papers, and bills on daily basis
- Fulfilled all requirements and tasks asked within a timely manner, as well as presented business expansion proposal

Office of Student Life, Hanover College

August 2016 – December 2016

Peer Mentor

- Taught one-on-one with students as well as managed group meetings outside the classroom to support student learning, character development, and academic success
- Assisted professors with leading classroom discussions and worked with students on essay writing and various projects
- Provided academic coaching as well as advice on class scheduling, time management, and study skills
- Received high ratings and positive feedback from both students and instructors

Scoops Ice Cream Parlor, Greencastle Indiana

May 2017- Present

Part Owner (10%), Manager

- Worked alongside business partner to study product investment in order to establish profitable price point margins
- Hired, trained, and mentored new staff members
- Scheduled staffs daily work assignments to maximize productivity and time efficiency
- Conducted monthly staff meetings to ensure organizational efficiency and address any concerns to maximize productivity
- Inventoried and rotated stock for optimum usage and profitability

Campus and Community Involvement

Habitat for Humanity, Hanover Indiana; Greencastle Indiana

September 2016- Present

Volunteer

- Dedicated over 2 months (40+ hours), into building a home in Madison alongside Habitat for Humanity volunteers for a family in need of assistance.
- Assisted gathering and loading donated furniture to send to families in need, as well as assisted in multiple food drives

LIGHT, Madison Indiana

February 2017 -December 2017

Executive Member

- Mentor to incarcerated adolescent women to give them practical life skills for life outside of incarceration and to lower the chance of re-incarceration until the prison was relocated in December 2017.

Salvation Army Food Pantry, Madison IN

March 2017 - Present

Volunteer

- Established positive community relationship between Hanover and Madison Salvation Army by gathering and donating unused food from Hanover College that would else be wasted.