

# Madeline Elkin

<b>Profile</b>	<ul style="list-style-type: none"><li>• Skilled in communicating with a variety of people and audiences</li><li>• Experienced leader</li><li>• Possesses excellent initiative; quick learner</li></ul>
<b>Education</b>	Bachelor of Arts, Hanover College, expected graduation: May 2018 Major: Human and Community Development; Minors: Math and Psychology
<b>Internship Experiences</b>	<p><b>Madison Chamber of Commerce Intern</b>, Madison IN, May 2017</p> <ul style="list-style-type: none"><li>• Organized and maintained over 200 member records</li><li>• Contacted and communicated with members and local businesses</li><li>• Coordinated monthly events and chamber dinner which hosted 200 people</li><li>• Managed social media and monthly newsletter</li></ul> <p><b>Madison MainStreet Program Intern</b>, Madison IN, July 2016 – September 2016</p> <ul style="list-style-type: none"><li>• Collaborated and communicated with over 20 local businesses</li><li>• Coordinated and conducted small and large scale community events</li><li>• Supervised 10 community volunteers</li><li>• Managed social media accounts</li><li>• Managed a budget through Quickbooks</li></ul> <p><b>EcO15 Event Manager Intern</b>, Madison IN, January 2015 – April 2016</p> <ul style="list-style-type: none"><li>• Obtained 30 speakers and exhibitors for a career day</li><li>• Communicated details through email and conversation with local high schools and participating parties</li><li>• Managed a budget of \$5,000</li><li>• Conducted the event</li></ul>
<b>Leadership Experiences</b>	<p><b>Chief Education Officer, Kappa Alpha Theta</b>, Hanover College, December 2015 – December 2017</p> <ul style="list-style-type: none"><li>• Planned and executed fraternity ritual and other events</li><li>• Cultivated 40 new members</li><li>• Managed a budget of \$5,000</li></ul> <p><b>Recruitment Director, College Mentors for Kids</b>, Hanover College, August 2016 – Present</p> <ul style="list-style-type: none"><li>• Recruited all executive board and Mentors</li></ul> <p><b>Panhellenic Recruitment Counselor</b>, Hanover College, August 2015 – January 2018</p> <ul style="list-style-type: none"><li>• Counseled potential new members on going Greek</li><li>• Promoted the Panhellenic community</li></ul> <p><b>Executive Member, Circle K Club</b>, Hanover College, August 2014 – May 2017</p> <ul style="list-style-type: none"><li>• Held Treasurer, Secretary and Vice President position</li><li>• Organized and executed weekly meetings and 25 service projects</li><li>• Recorded all meeting minutes</li><li>• Maintained correspondents with club sponsors and members</li><li>• Created and managed a budget of \$1,000</li><li>• Chartered the Hanover College chapter</li></ul> <p><b>Philanthropy Chair, Katharine-Parker/Blythe Hall Council</b>, Hanover College, 2014 – May 2015</p> <ul style="list-style-type: none"><li>• Planned Halloween Festival; raised donations for Susan G. Komen for the Cure</li><li>• Maintained and tracked cash donations and sponsorships from individuals and companies</li></ul>
<b>Skills</b>	Microsoft Word, Microsoft Excel, PowerPoint, ChamberMaster, Constant Contact, Quickbooks