

Briana Bluejay

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EDUCATION

Creighton University – Omaha, NE	May 20XX
Bachelor of Science in Business Administration <i>Marketing Major</i>	GPA: 3.X
University of Limerick – Limerick, Ireland	Fall 20XX
<i>Study Abroad Program</i>	

EXPERIENCE

Marketing Intern

<i>National Indemnity Company</i> – Omaha, NE	May 20XX – Present
<ul style="list-style-type: none">Organizes and maintains all digital multimedia content using Microsoft OneDrive and DropboxMaintains all research documents for the department, including online, mobile web and app analyticsCommunicates with prospective agents via phone to assess interest and relays qualified leads to marketing staffServe as an email liaison between four diverse, cross-functional teams to create revenue-generating advertising	

Tour Guide

<i>Creighton University Admissions</i> – Omaha, NE	August 20XX – Present
<ul style="list-style-type: none">Lead prospective student recruitment tours and events for more than 1,000 guests per yearPromote X, Tik Tok, and Facebook accounts which resulted in an increase of followersSelected to lead more than 25 VIP & special event tours with university president meetings	

Nanny

<i>Nanny for Various Families</i> – Kansas City, MO	May 20XX – August 20XX
<ul style="list-style-type: none">Provided childcare for children ranging from infants to pre-teens, ensuring their safety and developmentOrganized and maintained daily schedules, including school runs, extracurriculars, and appointmentsCommunicated with parents about children's progress, milestones, and any behavioral concernsTransported children to and from activities, playdates, and appointments, ensuring punctuality and safety	

LEADERSHIP EXPERIENCE

Vice President of Community Relations

<i>Delta Nu Sorority</i>	January 20XX – Present
<ul style="list-style-type: none">Coordinate with community partners to promote access to healthy foodsPromote events and organization on website and social media adhering to sorority brand standards	

ACTIVITIES AND SERVICE

Delta Nu at Creighton University <i>Peer Leader</i>	January 20XX – Present
Intramural Volleyball	February 20XX – Present
Women in Business	August 20XX – Present
St. Elizabeth Parish	January 20XX – August 20XX

SKILLS

Languages: Proficient in Spanish

Technical Skills: Microsoft Excel, Microsoft Office, Mac OS, SPSS, Tableau, Adobe Creative Cloud, Campaigner

Certifications: CPR Certified, Green Dot Certified (bystander intervention program)