

Charlotte Berg

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WORK EXPERIENCE

UW-Green Bay Career Services- Student Assistant

January 2019-May 2019

- Posted jobs on Handshake, answered the phone, made appointments online, run errands, etc.

UW-Green Bay Office of Marketing & University Communication- Editorial Intern

September 2020-May 2021

- Press Releases, Feature Articles, Faculty/Staff/Alumni Newsletters, Blog Posts, COVID Digest, Media Pitch

UW-Green Bay University Union -Marketing Assistant

September 2021-Present

- Created Newsletters, Brainstormed table tent events, posted posters

UW-Green Bay University Ticketing & Information Center - Assistant (Front Desk)

September 2021 - Present

- Helped customers and guests by answering questions and giving directions, answering phones, selling performing arts tickets for events on and off-campus, log lost & found items, etc.

Shorewood Recreation Department- Jr Kids Club Counselor

Summers 2015-2020

- Assist with activities & supervise children ages 4-11

EDUCATION

University of Wisconsin- Green Bay

Bachelor of Arts

May 2022

- Major: Communication
- Emphases: Public Relations, Social Media, Organizational

Communication

- Minor: History
- GPA: 3.7

ACTIVITIES

UW-Green Bay Make a Difference Day

2018, 2019, 2021

- Volunteering
- 2018: Homeless packages
- 2019: making craft sets for children at the hospital

UW-Green Bay GPS Program- Gateways to Phoenix Success

- Completed community service project, learned how to manage time and resources during freshman year with help from peer mentor & faculty member

UW-Green Bay PRSSA (Public Relations Student Society of America)-

VP of Recruitment: Spring 2020-Fall 2020

VP of Publications: December 2020-present

- Attends all club meetings, ask questions about PR, Trip to Chicago in February 2020 visiting PR agencies, dues-paying member, events with UW-Oshkosh chapter
- Exec Board duties: writing meeting minutes, updating the website, any extra writing work, creating blog posts