
ELISABETH WILSON

COMMUNICATIONS STUDENT + MARKETING INTERN

CONTACT

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EDUCATION

University of Mary

2021- Anticipated April 2025

- Bachelor's of Science:
Major in Strategic Communication
Minor in Business Administration
- Dean's List for 3 semesters

Relevant Coursework:

- Principles of Management
- Business Communication
- Essentials of Advertising
- Star Canyon School of Nursing
CNA Training Program.

SKILLS

- Strong organizational skills
- Good time-management skills
- Excellent verbal and written communication skills
- Experience collaborating and working independently
- Experience with Canva, InDesign, Microsoft Office, Word, PowerPoint, Excel, etc.
- Strong work ethic
- Leadership experience
- Ability to empathize

WORK EXPERIENCE

Marketing Intern

Bismarck Cancer Center

JAN 2025 - PRESENT

- Designed informational and promotional social media posts and videos; and wrote newsletters on wellness and support programs offered at BCC.
- Provided administrative support such as phone calls and preparing correspondence.
- Assisted in the preparation of multiple BCC events.
- Assisted with projects in the marketing department.

Medical Administrative Assistant

My Catholic Doctor

2023 - PRESENT

- Managed confidential information and documents with discretion and maintained their proper organization.
- Provided administrative support, such as phone calls, responding to emails, and preparing correspondence.

Private Swim Instructor

Ellie's Swim School

SUMMER 2022, 2023, 2024

- Expanded from two students to 30 in three years.
- Scheduled and coordinated lesson times with parent/guardian.
- Prepared lesson plans for each student's individual skill level.
- Successfully achieved noticeable improvement in swim skills.
- Effectively communicated with children and their parent/guardian.

Assistant Swim Coach

YMCA of the Inland Northwest

JUNE 2023 - AUGUST 2023

- Maintained professional relationship with swim team.
 - Coached swim practices to children aged 5-16 in three different skill divisions/ levels.
 - Effectively communicated with children and their parent/guardian..
 - Motivated young swimmers throughout practice.
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