

JESSIE L. MAHONEY

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10309 Thomas Ave
Bloomington, MN 55431

PROFESSIONAL SUMMARY

Accomplished graduate leader skilled in building communication and collaborative work. Organized, driven, and detail oriented. Experienced public relationist in promoting motorsports, travel, brand building and multiple other industries. Software experience includes: Google Suite, Google Analytics, Microsoft Office, iMovie, and some Photoshop.

EDUCATION AND ACADEMIC HONORS

Iowa State University | Ames, Iowa

Bachelor of Arts in College of Liberal Arts and Science – **Major: Communication Studies**

May 8, 2021

Greenlee School of Journalism and Communication – **Minor: Public Relations**

Certificate in Leadership Studies

Cumulative GPA: 3.52/4.0 – Dean’s List: Fall 2017, Spring 2019, Spring 2020, Fall 2020, Spring 2021

WORK EXPERIENCE

Webspec | Urbandale, Iowa | **Content & Digital Marketing Intern**

May 2021 – August 2021

- Conduct keyword & SEO practices prelaunch websites
- Support Content & Digital Marketing team on multiple projects
- Execute visionary work for local non-profit
- Work with cliental to achieve positive brand identity

Droolin’ Moose | Bloomington, Minnesota | **Sales Associate**

August 2015 – Present

- Prepare, package and sell local chocolate brand
- Interact and assist customers with any questions
- Train and help manage new employees
- Driver and salesperson for our store on wheels, aka Coco Bean the cube truck

Wild Bum | Bloomington, Minnesota | **Guide Architect and Ambassador/Intern**

October 2019 – Present

- Create content of travel plans for specific destinations
- Spread awareness of company and personal guides published
- Manage and update guides to ensure optimal experience

Iowa State University | Materials Science & Engineering Department | **Office Assistant**

August 2020 – May 2021

- Greet visitors in a professional manner
- Provide visitors with information and direct them accordingly
- Answer phone calls and monitor mail and supplies

LEADERSHIP AND INVOLVEMENT

Iowa State University | Admissions Office | **Student Admissions Representative (STARS)**

Sept. 2018 – May 2021

- Provide campus and residence hall tours to perspective students and family’s
- Attend bi-weekly meetings for update of information and collaboration
- Mentored incoming STARS on how to present and practice tours

Iowa State University | Sorority and Fraternity Engagement Office | **Logistics Director and Ambassador**

Oct. 2019- May 2021

- Weekly presentation of Community Values to perspective students and family’s
- Co-lead and organize bi-weekly meetings for approximately 45 active members
- Collaborated with other members of Executive Team to create effective communication of organization
- Created and organized schedule of presentations given every day by active members

Iowa State University | **Delta Delta Delta Sorority** Member

- Vice President of Public Relations (January 2020 – January 2021)
 - Managed all social media accounts and active members accounts and develop social media campaign events
 - Monitored communication strategies of Tri Delta and crisis communication
 - Communicated and collaborated with other officer positions
- Recruitment Counselor (January 2020 – September 2020)
 - Guided and mentored potential new members during primary recruitment
 - Collaborated with others to improve personal and professional skills

CLUBS AND ORGANIZATIONS

○ **Member of Communication Studies Club**

January 2018 – May 2021

○ **CEA Study Abroad Student: Barcelona**

January 2019 – April 2019

- Assistant student English teacher to ages 14 – 17
- Gained intercultural communication skills