
Local Address:
1624 South 5th St., Apt. 515
Waco, TX 76706

● **Rebecca (Becca) Faye Broaddus** ●
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409.293.2181

Permanent Address:
6262 Jefferson St.
Groves, TX 77619

Skills

Twitter	Facebook	MS Access	Writing
LinkedIn	Event Planning	MS Excel	Reporting
Quickbooks	French	MS Word	Editing
InDesign	Adobe Photoshop	MS PowerPoint	Design
Apple Mac OS	Windows	Internet Explorer	Art

Education

August 2007- Present Baylor University, GPA: 3.95
Bachelor of Arts in journalism, with an emphasis in public relations
Minor in business
Anticipated graduation: December 2010

Experience

August 2009- Present	Hankamer School of Business, Communications & Marketing Public Relations Intern	Writing 3 to 10 press releases weekly, updating online social media daily, organizing photo shoots, coordinating events, contacting media outlets, interviewing up to 20 people per week, developing ideas, compiling information, communicating with alumni
June 2009- Present	Aha! Leadership, LLC Public Relations Intern	Designing, writing, editing weekly newsletter in Constant Contact; writing, proofreading articles; processing information and surveys with Survey Monkey
May 2008- August 2009	A & J Engine Service, Inc. Personal Assistant	Filing paperwork, handling accounts payable and receivable, keeping up with big account with Valero oil refinery, answering phones, interacting with clients
March 2008- May 2009	Baylor University College of Arts and Sciences Advisement (CASA) Administrative Assistant	Answering phones, filing and maintaining thousands of student files, assisting thousands of students during high-pressure advising seasons, contacting students and professors, organizing office

Accomplishments

Fall 2007- Present	Dean's List
Spring 2007- Present	Alpha Lambda Delta Honor Society
Fall 2009- Present	Public Relations Student Society of America (PRSSA)
Spring 2009	Hershey's Marketing Group Project Finalist
Fall 2007	Freshmen Class Council Top 100 Freshmen

References

Cynthia J. (CJ) Jackson Director Communications & Marketing Hankamer School of Business Baylor University	Robyn Marcotte Founder Owner Aha! Leadership, LLC	Ann Daniels Owner A & J Engine Service, Inc.
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