

BRENDA B. RESPRESS

EDUCATION

Georgia Southern University

Master of Public Administration GPA 3.8

Bachelor of Science in Broadcasting GPA 3.0

Statesboro, GA

May, 2011

May, 2007

CAREER SERVICES EXPERIENCE

University of West Georgia, Career Services

Program Coordinator

Carrollton, GA

September 2012- Present

- Provide career-related services to students and alumni of the Colleges of Arts and Humanities, Science and Mathematics, and Social Sciences
- Provide experiential and career-related programming and assistance including job search strategies, resume and interviewing, networking, grad school advice
- Assist in career events, employer relations and online CSM systems
- Develop presentations and speak to student groups and classes on career related topics

Briggs & Associates

Career Specialist

Roswell, GA

July 2011 – August 2012

- Counseled clients in weekly group and individual meetings to help build workplace readiness and life skills
- Served as a career coach, identifying employment opportunities and helping clients secure and maintain employment
- Created goal oriented career work plans for clients with multiple identified needs/risk factors
- Recognized barriers and refer participants to various mental/emotional health resources & other outside agencies
- Conducted face-to-face visits to cultivate relationships with clients and employers

Georgia Southern University, Career Services

Graduate Assistant

Statesboro, GA

August 2009 – May 2011

- Critiqued résumés of students & alumni and conducted one-on-one mock interviews providing feedback
- Presented overview of Career Services information to 5-30 students at a time
- Assisted with planning annual events including Patrick Combs: *Major in Success* and Graduation Gala
- Produced press releases for career fairs and assisted in setting up for career fairs and other outreach events
- Contacted employers and coordinated pre-career fair student/employer question & answer sessions
- Interpreted FOCUS career assessments and guided students through career exploration and the major decision process
- Co-taught Career Exploration Course; led group activities engaging students to contemplate career options

ADDITIONAL STUDENT AFFAIRS EXPERIENCE

Master of Public Administration (MPA) Student Association Georgia Southern University

Secretary of Academic Affairs

Statesboro, GA

December 2010-May 2011

- Organized one-on-one and group study sessions for Public Administration graduate students
- Planned and organized career information workshops to assist MPA students in reaching their academic and career goals
- Communicated important dates, deadlines and event information to all MPA students
- Maintained MPA alumni support network contact information
- Assisted individuals with internship search, application and placement

Office of Admissions, Georgia Southern University

Southern Orientation, Advisement and Registration (SOAR) Leader

Statesboro, GA

January 2005 - January 2006

- Introduced freshmen/transfer students and families to Georgia Southern's campus
- Led groups of 10-20 students to discuss aspects of college life, answer questions and assuage fears of new students
- Served on a Q&A panel to help parents with financial aid and other campus related questions
- Helped students with online registration and presented skits to inform students of university policies/services

PLANNING/MARKETING EXPERIENCE

Atlanta Contemporary Art Center (ACAC)

Volunteer Management Intern

Atlanta, GA

June 2010 - August 2010

- Created a strategic plan for ACAC volunteer program with research conducted on comparable arts organizations
- Assisted membership coordinator with interviews, selection, and orientation of new volunteers
- Created documents for orienting and evaluating new volunteers and assigning tasks
- Maintained demographics of organization memberships and guest visits to summer exhibitions and programs

Atlanta Symphony Orchestra (ASO)

Corporate Sponsorships/Development Intern

Atlanta, GA

May 2010 - August 2010

- Helped manage contract compliance of 2010 Delta Classic Chastain (DCC) season's corporate sponsorships
- Assisted sponsors in handling materials and executing promotional events during concerts
- Managed and kept track of media mentions and other sponsor collateral materials
- Developed evaluation summary for 2009 DCC season highlighting benefits of the sponsor/ASO partnership

WRBL News 3

Marketing Writer/Producer

Columbus, GA

November 2007 - December 2008

- Wrote scripts and produced daily commercials promoting upcoming news stories using linear digital editing software
- Used Photoshop to design newspaper ads for upcoming TV news stories
- Drafted/circulated press releases regarding promotional events and uploaded content to wrbl.com
- Maintained updated list of local media outlet contacts and established internal newsletter for office happenings
- Served as Videographer for station promos, news interviews, and local sports events
- Coordinated anchor/reporter appearances and station involvement in community and Partner-In-Education events

Georgia Southern University, Office of Student Activities

Eagle Entertainment Soundstage Productions Team Leader

Statesboro, GA

March 2005 - May 2006

- Oversaw budget, timelines and planned the execution and evaluation of large scale campus concerts and social events
- Forecasted attendance and resource requirements based on previous event evaluations and student surveys
- Delegated tasks and maintained volunteer hour logs for over 50 volunteers
- Collaborated new program ideas with other team leaders and advisor and presented event evaluations in meeting

COMPUTER SKILLS

Microsoft Word, PowerPoint, Excel, & Outlook, Tessitura database, Windows XP, 2000, Vista & 7, & Mac OS

College/Research Programs: ADP, NACELink, Symplicity, C3M and Statistical Package for the Social Sciences (SPSS)

Graphic Communications Software: Adobe Photoshop, Adobe Audition, Adobe Premiere and Velocity video editing

Social Media: Take the Plunge Career Blog www.brendarespress.blogspot.com, Facebook, Twitter, Pinterest and LinkedIn

PROFESSIONAL/HONOR ORGANIZATIONS

Georgia Association of Colleges and Employers (**GACE**)

September 2012- Present

Southern Association of Colleges and Employers (**SoACE**)

September 2012- Present

National Association of Colleges and Employers (**NACE**)

September 2012- Present

National Association of Student Personnel Administrators (**NASPA**)

October 2010 - Present

American College Personnel Association (**ACPA**)

October 2010 - Present

Omicron Delta Kappa- Leadership Honor Society (**ODK**)

September 2010 - Present