

# Pa Kelly Lee

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904 Sunflower St  
La Crosse, WI 54601  
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*Permanent Address*  
714 Oakfield St  
Appleton, WI 54019  
lee.pa@email.com

## EDUCATION

**University of Wisconsin – La Crosse, La Crosse, WI**  
*Bachelor of Science*, December 20XX  
Major: Communication Studies – Public Relations & Organizational Communication  
Minor: Psychology  
Deans List

## COMMUNICATIONS EXPERIENCE

### **KNB Fashions, Bluff View, WI**

*Communications Intern*, June 20XX – May 20XX

- Interview and evaluated potential employees for available positions
- Hired over 250 new and returning employees for seasonal positions
- Created weekly newsletter informing employees of events and policies
- Investigated and determined appropriate disciplines for tardiness

### **County Humane Society; La Crosse, WI**

*Public Relations Project*, September – December 2003

- Designed and coordinated promotional materials for 50th Anniversary Celebration
- Organized marketing materials to promote the organization
- Assisted with the planning and coordination of special events

### **American Multicultural Student Leadership Conference, La Crosse, WI**

*Public Relations Chair*, October 20XX

- Designed and coordinated promotional materials for event
- Developed and send out save the date releases for all UW universities
- Partnered with La Crosse Visitors Bureau for discounts in local events

### **Admissions Office, University of Wisconsin-La Crosse, La Crosse, WI**

*Student Public Relations Group (Vanguard)*, August-May 20XX

- Promoted campus and community to prospective students and families
- Guided tours around campus with up to 25 participants
- Served on a panel for Campus Close Up Days
- Attended to any questions or concerns

## COMPUTER SKILLS

Microsoft Office: Word, Excel, Publisher, PowerPoint and Outlook

Adobe: Reader, Illustrator, Photoshop

## LEADERSHIP EXPERIENCE

**Hmong Student Organization**, Vice President, September 20XX – May 20XX

**Pre-College Tutoring**, Tutor, Summer 20XX-20XX

**National Youth Sports Program**, Youth Counselor, Summer 20XX-20XX

## REFERENCES

Jennifer Hallem, Supervisor, KNB Fashions, (000) 000-0000

Kelly Wells, Communications Professor, UW-La Crosse, (000) 000-0000

Maria Sanchez-Harpo, Assistant Dean, UW-La Crosse (000) 000-0000