

Devon Rochelle Baggs

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PROFILE Mass Communications major with demonstrated writing, media, and event planning skills seeks to contribute as an intern.

- Excellent communication skills, both written and verbal
- Experienced in multitasking and handling a large agenda
- Effective problem solving skills
- Motivated and very well organized
- Intermediate fluency in Spanish
- Working knowledge of Adobe Products (In-design, Illustrator, Photoshop, Bridge)

EDUCATION Principia College, Elsah, Illinois January 2014
Degree **Bachelor of Arts in Mass Communications, Minor in Sociology and Anthropology**

Education **Greece and Turkey** Fall 2013
Abroad Ten-week study abroad program of Greece and Turkey culture, art, and communication with a presentation of our work to the Principia College Campus.

EXPERIENCE **Student Event Planner, Principia College, Elsah, Illinois** Jan 2013 -Current

- Worked with a team to plan and execute events for college students.
- Duties included venue and themes selection, public relations and advertising, design of invitations, coordination of decorations, preparation of the venue, reception, photography, check in, managing money and the Facebook page, and monitoring of the event.

Customer Service Representative, The Gift Chateau and The Art Sea, Dana Point, California May 2010- Jan 2014

- Took on many responsibilities including sales associate, inventory control, customer service, and shift management.
- Worked with product representatives, coworkers, and my boss to ensure beneficial product sales of the stores.

Catering Staff, Lost Canyons County Club, Simi Valley, California Summer 2013

- Assisted in the decorations of the facility prior to events.
- Served during the events with direct responsibility of approximately 20-30 people.
- Attended to the needs of event guests to ensure their satisfaction.

ACTIVITIES & AFFILIATIONS

- Volunteered, Oasis Women's Shelter Spring, 2012
- Built houses in Tijuana with Homes of Hope June 2009, Dec 2011
- Treasurer, College Dormitory Fall, 2012
- Member of the Principia College Solar Car Team Current

- Played Women's Lacrosse
- SCUBA and CPR certified

2013- Current