

Bee R. Guest

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Education

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science Degree, May 2007
Major: Speech Communication
Overall QPA: 3.0/4.0 Major QPA: 3.4/4.0

Pre-Professional Experience

Student Assistant, Admissions Office, Clarion University, Clarion, PA
Fall 2003 through Fall 2006 (10-15 hours per week), Summers 2003-2006 (40 hours per week)

Public Speaking

- Spoke to incoming students and parents about the institution
- Gave 15-20 minute presentations to each group, followed by a question and answer session and a tour of the campus
- Attended college fairs with my supervisor and spoke with students interested in attending Clarion University

Customer Service

- Answered the phone and responded to questions from students/families or referred them to professional staff
- Called prospective applicants; answered questions and provided information about Clarion University's academic programs, residence life, and campus activities

Secretarial

- Entered data on applicants
- Ensured that applicant files were complete for review by admissions counselors

Awards

Clarion University Federal Credit Union Scholarship, 2003-2004

Interests and Activities

Intervarsity Christian Fellowship, Fall 2003-Fall 2005
Volunteer Choreographer, Koinonia Dance Concert, Spring 2005
Lift Every Voice Dance Team/Step Team, Spring 2004-Spring 2005

Work Experience

Waitress, Pizza Pub, Clarion, PA, April 2006-Present (30 hours per week)

- Take orders and record them using a computer system
- Clean restaurant