Kayla SPOKE

Taylors, SC 29687 | 864.555.1234

Kspoke@gmail.com

**PROFILE**

* Completed a communications internship gaining experience in consulting
* Interned for Congressional Representative Trey Gowdy
* Gained leadership experience serving as president of Greek Organization
* Cultural breadth built through international travel and language study on the BJU Cross-Cultural Team

**EDUCATION**

**B.A., Communication** | Bob Jones University, Greenville, SC **May 2025**

* Minor in Business
* Maintained a 3.92 GPA while working an average of 14 hrs. a week

**RELATED EXPERIENCE**

**Consultant Intern|** Home Academy, Guangzhou, China **May-August 2024**

* Developed a qualitative and quantitative questionnaire to interview employees
* Summarized, compiled, and reported data
* Provided practical solutions to improve productivity, efficiency, and effectiveness of At Home Academy’s academic performance and company procedures

**Persuasion Campaign Class Project|** BJU, Greenville, SC **Spring 2023**

* Planned and organized a social media campaign for potential use for a university to encourage students to get the Covid-19 vaccine
* Collaborated with 3 teammates to plan the persuasion campaign
* Wrote a campaign proposal and presented the plan to a faculty member

**Congressional Intern |** Rep. John Doe (SC-04). Washington D.C. **Summer 2022**

* Handled constituent phone calls and emails
* Led constituent tours of the Capitol Building
* Advised on social media use and press releases
* Attended hearings and briefings
* Completed miscellaneous projects for Legislative Aides

**ADDITIONAL EXPERIENCE**

**Student Ambassador |** BJU Welcome Center, Greenville, SC **Aug. 2022—Present**

* Lead campus tours for prospective students, alumni, and other guests of the University
* Develop communication skills assisting with various on-site guest centered events
* Represent and facilitate events for prospective student groups involving up to 100 high school students including sponsors and parents.
* Exercise proactive guest service by handling phone and onsite inquiries

**Waitress |** The Wilds Christian Camp, Brevard, NC **Summer 2022**

**ACTIVITIES**

* President of Alpha Gamma Tau Greek Organization (2021, 2023)
* Volunteer for Habitat for Humanity, Greenville, SC (2022-Present)
* Chosen to represent Bob Jones University at the leadership conference at The United States Naval Academy in Annapolis (January 2023)