

Brenda Buckeye

1885 Neil Avenue Apt. H • Columbus, Ohio 43201 • buckeye.1@osu.edu • 614.777.0001

EDUCATION

The Ohio State University
Bachelor of Arts in Communication and Theatre
Minor in Professional Writing

Columbus, Ohio
Expected June 2012
Overall GPA: 3.31

RELEVANT EXPERIENCE

YMCA of Central Ohio

Marketing Intern

Columbus, Ohio
October 2011 - Present

- Designed an internal newsletter for distribution to 30 regional centers
- Created new marketing strategy to increase memberships by advertising improved services
- Develop and distribute brochures to the public to heighten awareness of membership advantages
- Provide administrative support to chief staff members

ADDITIONAL EXPERIENCE

YMCA of Whitehall

Day Camp Counselor

Whitehall, Ohio
Summer 2010

- Planned, organized and directed daily activities for children ages 5-11
- Directed children in the learning of the Pledge of Allegiance in sign language, resulting in a performance at the Hoover Y-Park for over 700 counselors and campers from other Central Ohio YMCA camps
- Coordinated efforts with supervisor and other counselors in the planning and development of an end of the summer awards ceremony for the children and their parents/guardians

Brenan's Café

Customer Service Representative

Columbus, Ohio
September 2008 - June 2010

- Provided customer service in a fast paced environment through all aspects of store operations
- Directed store closing operations, included auditing of cash registers and completion of security checklist
- Trained and monitored new employees to establish an efficient and productive work environment

City of Gahanna-Department of Parks & Recreation

Parks Maintenance Employee

Gahanna, Ohio
Summer 2008

- Collaborated with maintenance team in the efficient upkeep of parks
- Responded to park visitors' needs and connected them to the proper resources

VOLUNTEER AND LEADERSHIP EXPERIENCE

Mu Nu Xi Omicron Sorority

September 2011 - December 2012

- Coordinated RSVPs and catering for annual gala
- Served as alumni outreach representative responsible for email and phone communication with over 300 members nationwide

Habitat for Humanity

Summer 2011

- Appointed as cohort team leader after three weeks on the site, responsible for creating team schedules and logging hours worked in Excel spreadsheets

Salvation Army Bell Ringer

Holiday Season 2010

- Contributed to team achieving 110% of projected fundraising goal

RELATED SKILLS

Computer skills: Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook; SPSS; Adobe Fireworks; proficient with internet research skills

Language skills: Basic American Sign Language

HONORS & ACTIVITIES

- Recipient of the Donald L. Kidwell Memorial Scholarship, School of Communication, Spring 2011
- Dean's List - 6 terms
- *Our Town* and *Sketch by Number* productions, The Ohio State University Department of Theatre, Winter 2009 and Spring 2010