

IMA KNIGHT

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Education

Marian University, Indianapolis

B.A. in Communication

- Minor: Pastoral Leadership
- Concentration: Writing

May 2017
GPA: 3.47

Work Experience

Marian University, Indianapolis, IN

Writing Center Tutor

September 2014-Present

- Instruct writers in order to further develop their writing skills
- Revise resumes and other professional documents for Career Development Office
- Document tutorials with students and evaluate skills executed in their drafts
- Adjust to professors' specific instructions to provide focused feedback
- Collaborated with Marian University President's Office to draft formal correspondence documents

Target, Indianapolis, IN

Sales Floor Personnel

August 2015-November 2016

- Interact with guests to influence a positive shopping experience
- Exercise comprehension skills to understand guest's needs
- Respond to increased cash register flow, making checkout time fast, fun, and friendly
- Organize product displays to create and maintain Target brand
- Prioritize tasks to meet stores day-to-day needs

Marian University, Indianapolis, IN

Residential Assistant

August 2014-May 2015

- Developed a supportive community where residents could both succeed and feel safe
- Designed programs that met residents' needs such as provided information about campus activities
- Secured residence halls and regularly checked safety hazards
- Constructed bulletin boards to engage and excite residents on information that met the community's needs
- Dialogued with diverse staff and regularly attended weekly staff meetings

ProEdge, Shelby, IN

Assistant to Owner

Summers 2014-2015

- Managed shipping department for a week and assisted supervisor the rest of employment
 - Processed customer requests and handled order responsibilities for customer service
 - Conversated with Owner on public out-reach programs
 - Corresponded with donors for company sponsored event, collected \$400 worth of donations
 - Excelled in a fast-pace, many projects environment
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Co-Curricular

Marian University, Indianapolis, IN

San Damiano Program

August 2014-Present

- Volunteer monthly to get involved with and meet the needs of the Indianapolis community
- Reflect on social justice issues within Indianapolis
- Undergo personal development on subjects such as leadership and critical thinking
- Host program's interview day to explain program's immense significance

Speech Team

September 2013-May 2014

- Composed professional speeches and memorized them for competition
- Participated in the impromptu events where limited time is given to prepare for a five-minute speech
- Practiced performance techniques such as gestures, stance, tone fluctuation, and volume control
- Participated in Improv-Dou event and placed fifth nationally