

# Alexa Shelton

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## Profile

I am a motivated, driven, and outgoing individual. I am pursuing a Bachelor of Communication Arts with a concentration in Public Relations and Advertising and a minor in Graphic Design.

## Education

Bachelor of Arts:  
Communication Arts  
Minor in Graphic Design  
Spring Hill College  
Mobile, Alabama

High School Diploma  
Oakville Senior High School  
St. Louis, Missouri

## Skills

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Outlook  
Adobe InDesign  
Adobe Illustrator  
Adobe Photoshop  
Adobe Dreamweaver  
SPSS  
Salesforce  
AdMall Pro

## Experience

- 2017 & 2018 Amplified Digital, Digital Marketing Summer Intern**  
Assisted sales team by performing digital audits and pre-call research for leads, gathered necessary research and compiled a case study deck of their most successful clients, assisted strategy with proposal building and Adwords budgets, gathered GTM container research for campaign fulfillment, authored weekly industry related blog posts.
- 2017 Spring Hill College Phonathon, Caller**  
Called alumni and family of alumni for Spring Hill College to gather donations for campus activities and programs
- 2013-2018 Penn Station East Coast Subs, Crew Member**
- 2012-2014 Studio C Dance, Assistant Instructor**

## Membership

- 2016-Present Delta Gamma, Eta Eta Chapter**
- 2015-Present NCAA Division II Athletics, Womens Golf, 4 Varsity Letters**

## Accomplishments

- 2018 Delta Gamma, Eta Eta: Vice President: Programming**  
Planned and hosted all chapter events including Founders Day and chapter retreats. planned and organized chapter calendar, facilitated chapter morale programs, oversaw all procedures, events, and tasks for directors of alumnae relations and senior programming.
- 2018 Delta Gamma, Eta Eta: Honor Board Member**  
Assisted with informal and formal hearings regarding chapter rules and guidelines, studied and enforced both Delta Gamma and federal laws and guidelines.
- 2016 Delta Gamma, Eta Eta: Director of E-communication**  
Designed and developed content for all chapter social media platforms including Facebook, Twitter, and Instagram.
- 2017 Delta Gamma, Eta Eta: Director of House Corporation**
- 2017 Delta Gamma, Eta Eta: Director of Senior Programming**
- 2015-Present Ignatian Leader Scholarship**
- 2015-Present Foley Center Service Scholarship**
- 2015-Present Womens Golf/Athletic Scholarship**
- 2014-2015 Oakville Senior High School, Yearbook Editor-in-Chief**  
Assisted in developing a book theme, page design and layout, copy writing and editing, photography of sports and school events, planned and upheld deadline calendar, appointed section editors
- 2013 Suburban West Conference Player of the Year**
- 2011-2015 Oakville Varsity Girls Golf**
- 2013 NJEA Honorable Mention Yearbook Copy/Caption: Academics**