

Sabrina Beaudin

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Professional Profile:

- Well-developed writing and editorial skills with excellent typing skills.
- Proficient in Microsoft PowerPoint, Excel, Word, Access, Publisher, and iMovie.
- Efficient with both Macintosh and Windows based computers.
- Self-motivated with great time management and organizational skills.

Education:

Bachelor of Business Administration in Marketing, Stetson University, Deland, FL May 2007
Minors: Business Law and Art History
Magna Cum Laude
GPA: Overall 3.7/4.0 Major 4.0/4.0

Experience:

Production Assistant, B Z Mailing Services, Daytona Beach, FL, July 2004-present.

- Employ logic to solve problems with machines.
- Periodically author and edit written promotional materials for BZ Mailing clients.

Camp Coordinator, Museum of Florida Art, DeLand, FL, April 2007-August 2007.

- Organized the purchasing of camp supplies, newsletters, flyers, and activities for each week-long session.
- Managed teams of four different teachers and four to six volunteers each week.
- Aided in recruiting students for the summer camp.

Intern, Museum of Florida Art, DeLand, FL, January 2007-May 2007.

- Contacted museums to offer traveling show opportunity.
- Constructed packets to promote the traveling show.

Customer Service Representative, First Data Corporation, Daytona Beach, FL June 2002-November 2003.

- Provided customers with requested information in a polite manner.
- Received bonuses for accurate typing and information retrieval.

Leadership:

Vice President of Communications, American Marketing Association, Stetson University 2006-2007.

- Planned club events and meetings.
- Documented and managed minutes at meetings, as well as writing all formal letters requesting donations for the career fair gift baskets.

Secretary, Student Alumni Association, Stetson University, 2004-2007.

- Helped plan and volunteered at club events, including homecoming.

- Took meeting minutes and e-mailed all minutes to members.