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| Internship Portfolio |
| **Semester \_\_Spring\_\_** |
| Name \_\_\_Emily Robinson\_\_\_  Site \_\_\_\_Resources Unite\_\_\_\_\_\_\_ |

**Center for Experiential Learning Internship Experience,**

**L. EXP-294 Loras College**

**Portfolio for Academic Credit**

Internship Portfolios provide students with a summation of their experience. They allow the student to take a reflective view of where they started, how their internship helped them to learn & develop new skills, and demonstrate how it might support the next steps in their educational & professional careers.

Internships cover 50 hours of on-site work experience per credit earned\* and are designed to guide the student through an introduction into career readiness & exploration. The Portfolio is the culmination of those experiences with an emphasis on learning and expanding the professional skill set.

In order to receive a Passing grade\*\* for a Credit-bearing Internship, students must complete the following documents/assignments and submit them within this portfolio:

1. Title Page – Name, Loras College, Semester of Internship, Name of Internship Site
2. Copy of Job Description as provided by the supervising site
3. Copy of Cover Letter/Letter of Application from student to Site Supervisor
4. Completed Learning Plan (Template is included)
5. Reflective Journal Questions & Responses (NEW & 2nd Quarter) or Monthly Reports (REPEAT)

– As submitted weekly on eLearn

1. Midterm Exploration (due on eLearn) - **For students seeking 3+ credits**
   1. **REPEAT** internships:
      1. **Statement of Next Steps** (minimum 2 pages)

-Will you seek an internship in the future? If so, will you seek to continue in this same position with this same company or look elsewhere? Will you look elsewhere? Expand on your reasoning. If not, explain your response and provide insight into this decision and what your career exploration plans will include instead

b) **NEW** internships:

i) **Informational Interview** (minimum 2 pages as a narrative)

-Choose someone to interview who is in a professional role you hope to attain or in a field in which you want to learn more.

-Ask questions that will help you understand who that person is, how they define their success, & how they have achieved that success

-Ask questions that will help give you direction as you pursue your career goals

1. Final Essay – 2 to 4 pages reflecting upon your experience. Consider the following:
   1. **New & 2nd Quarter** - Summary Essay: What did you do? What did you learn? Why did it matter?
   2. **Repeat** – Internship Experience & the Loras College Mission: Breifly describe your internship experience/tasks and expand on how this experience connected to the Loras College Mission
2. Updated Resume including your internship experience

See agenda and eLearn page for due dates

\*Great Lakes funded internships require 150hr for 1-3credits

\*\* While a “P” does not affect the GPA, a failing grade for the internship “F”, will be calculated into the GPA

Emily Robinson

Loras College

Academic Internship For Spring Semester

Resources Unite

Client Services Intern

**JOB DESCRIPTION**

### Client Services Intern

### Description

Resources Unite strengthens the Dubuque community by creating connections. We help connect people to volunteer opportunities and resources that lead to a happier and more engaged way of life. We're looking to hire an intern with strong interpersonal skills to work directly with members of the community and employees of nonprofit organizations. This intern will have the exciting opportunity to share in our mission and gain experience in communication and coordination.

### Responsibilities

### Be trained in the client intake process to assess client needs

### Demonstrate empathy, patience, kindness, and appreciate for all clients

### Become familiar with the various resources available to community members

### Reach out to community resources as necessary to fulfill client needs

### Community outreach to connect with volunteers

### Working with nonprofit organizations to assess their needs and capacity for volunteers

### Keep a current database with contact information

### Assist in coordinating a major event

### Assist in development of a community-wide volunteer opportunity calendar

### More Information

### Contact Josh Jasper with Resources Unite to learn more about this exciting opportunity.

### [josh@resourcesunite.com](mailto:josh@resourcesunite.com) || [563-581-2850](tel:563-581-2850).

**COVER LETTER/LETTER OF APPLICATION**

Dear Mr. Jasper,

I am a student at Loras College and was informed of the opportunity at Resources Unite as a Volunteer Coordinator Intern. I am interested in the position and would love to learn more about it! I have attached my resume and I hope to be in touch soon.

Thank you,

 Emily Robinson

[emily.robinson@loras.edu](mailto:emily.robinson@loras.edu)

(309)738-8222

[www.linkedin.com/in/emily-robinson098](http://www.linkedin.com/in/emily-robinson098)

**ATTACHED RESUME**

**Emily Robinson**

(309)738-8222

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Home: School:

5501 30th Avenue 776 Loras Blvd.

Moline, IL 61265 Dubuque, IA 52001

Profile Marketing-related Internship

Education *Loras College*, Dubuque, IA Aug. 2016- Present

**Current Junior majoring in Marketing and minoring in Management Information Systems**

Current Overall GPA: 2.756/4.0

* NCAA D-III Soccer (3 yrs.; Forward)
  + - * + Conference Champion 2016-2018
        + 2016/17 Team Award for Academics
        + 2016/17 NCAA Tournament Participant
* Marketing Club (1 yr.)

*United Township High School*, East Moline, IL

**Diploma (May 2016)**

* Graduating GPA: 3.5/4.0 scale
* Honor Roll (4 yrs.)
* National Honor Society (2 yrs.)
* Soccer (4 yrs.; Midfielder)
* All State (2016)
* All Conference (2013-2016)
* All Sectional (2015, 2016)
* Team Leader (2015)
* Captain (2014-2016)

Work **Nanny**, *Augustin Family*, Dubuque*,* IA Dec. 2017-Present

* Cared for two-year old
* Assisted in teaching important topics for young children

**Nanny (Live-in)**, *Olech Family*, West Chicago, IL May 2017-Aug. 2018

* Cared two young children, cooking, cleaning, and caring for them

Volunteer Interacted with children at orphanage in San Jose, Costa Rica (Summer 2017)

Helped at after-school program at a Dubuque elementary school (Jan. 2017)

Youth Sports Coach for East Moline Soccer Club (2012- present)

**LEARNING PLAN**

This should be a revisited &/or revised Learning Plan based on your initial plan submitted at the beginning of your internship.

**INITIAL LEARNING PLAN**

Identify two job/career objectives or skills this internship will help the student develop.

1. **Goal/Objective:** Improve communication and networking skills

**Means:** Will need to meet and develop personal relationships with individuals within the organization and outside of it as well

**Assessment**: Seek feedback from supervisor throughout the internship process

1. **Goal/Objective:** Improve social media marketing skills

**Means:** Will need to research best approach for each social media platform

**Assessment:** Meet with supervisor to discuss goals of the social media posts

* Supervisor goals (What does the supervisor want the intern to learn/accomplish?)

-Learn to personally connect with individuals, especially with those that may be struggling, in the best way possible

-Learn business approaches through the involvement of a different environment than most office settings

* Supervisor expectations (What does the supervisor expect from the student?)

-Expect to keep an open mind when hearing individual’s stories and give the best solution possible

-Help improve certain social media platforms for the company in order to spread the goals and services of Resources Unite

* How can the supervisor & intern collaborate to help obtain these objectives?

-We can meet throughout the week or every other week in order to determine whether these expectations are being met or not

-Keep an open mind with each other and be able to bounce ideas off of each other when considering the marketing aspect of the organization

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| Internship Journals  Description & Questions |
| **Semester \_\_Spring\_\_** |
| Loras College |

**Loras College**

**Fall/Spring Internships**

**Journal Entries/Critical Reflection**

Reflection should be a deliberate and regular habit during your experience. Although reflection and recording can overlap in some ways, they are different. The primary purpose of reflection is to evaluate what you are learning and how you are growing. “Reflection is a fundamental concept in experiential learning. In order to turn your experience into learning you need to stop, recall events, analyze and process them” (Sweitzer 9).

**Directions**

1. **Put your name on the cover of this journal.**
2. **Provide Dates for each week.**
3. **Answer each question directly within this document. This means that each week your journal submission will contain the most recent response and all previous weeks as well.**
4. **For each Drop Box submission, you will need to delete the previous week’s submission in order to add the most up-to-date journal.**
5. **Weekly journals are due to the Drop Box on eLearn by 11:00pm Sunday night.**

**------------------------------------**

**On-going catalog of tasks accomplished. This is where you should write key words of the tasks, responsibilities, trainings, etc. that you take on during your time at your internship. This list will serve as a reminder to you when you update your resume & interview for your next internship or job.**

**Date Task Knowledge Gained**

**2/4 Develop social media The best way to do business**

**2/7 on social media platforms**

**Journal Questions**

**Week 1** Date \_\_\_\_2/7\_\_\_\_\_\_\_ Total Hours \_\_\_\_10.5\_\_\_\_\_\_\_\_

*Read the Harassment in the Workplace information and watch the video. Ask the employer if the organization has a policy in place then answer either (a) if they do – how do the 2 compare or (b) if they do not, why would it be wise to have a policy in place.*

They do not have a Harassment in the Workplace policy. It would be wise for them to have one to make it easier to address a harassment issue if it were to occur. This would provide a set of steps in order to deal with the situation in the best way possible.

**Week 2** Date \_\_\_\_2/11\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_11\_\_\_\_\_\_

*Summarize your tasks and what you are learning in this experience. Are there new tasks to add to the chart at the beginning of this journal?*

*How would you draw a connection between your academic learning, professional goals, & social awareness of the “common good”?*

**Response:**

My tasks consist of developing our social media marketing by expanding what platforms we are on and what we post. I also do intakes, which consists of talking with individuals who come in looking for assistance, putting them in our system, and hopefully assisting them or providing a solution to their current problem. I am able to draw a connection between academic learning, professional goals, social awareness of the common good because not only am I using what I learn in the class room, but I am developing very good skills in regards to connecting with people, which will benefit me in my professional goals as well.

**Week 3** Date \_\_\_2/15\_\_\_\_ Total Hours \_\_\_\_\_8\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*What role does this organization play in the community? Does this organization contribute to the “common good”&/or display an understanding of social responsibility – in what way(s)?*

**Response:**

Resources Unite plays a huge role in the community especially for those in need. It provides volunteer opportunities to people within the community and provides food, referrals, hygiene products, and other basic needs to those looking for assistance. I believe this organization contributes to the common good and displays an understanding of social responsibility because they work to assist any and all people in improving their life, which benefits the entire community.

**Week 4** Date \_\_\_\_\_\_\_2/22\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_\_\_15\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*Write about something important to you this week that connects to your internship experience.*

**Response:**

This week we had a few different events that I was able to really expand with our social media marketing. Not only did I produce new posts, but learned to promote them on the various social media platforms as well. I also reached out to some places in the community to help us market and spread our event for Black History Month. This was important to me because it gave me a chance to expand to other organizations than just Resources Unite.

**Week 5** Date \_\_\_\_3/1\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_13\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*When reflecting on your work environment, what are two things you would keep and two things you would change about your work place? How would you effectively & ethically implement those changes?*

**Response:**

I would keep our message as an organization and how we assist others. However, I would maybe change how we keep track and organize events and spreading the word more about Resources Unite. I am currently working on spreading the word about Resources Unite through social media channels. In order to keep events and daily activities organized I would suggest and excel document or an interactive calendar to be put in place to use. I think having a calendar that is constantly updated and easily accessible would be very beneficial to employees and people of the community.

**Week 6** Date \_\_\_\_\_\_\_\_3/8\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_13.5\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*What does this experience point out to you about your own attitudes, biases, or preferences? How does this internship fit with your values?*

**Response:**

At the beginning of this experience I was bias about how I thought people should look when coming to RU, meaning oh they will probably look a little rough and it be obvious they need help. However, that is absolutely not the case at all. Individuals from all backgrounds, ethnicities, and ways of life come in to the office looking for assistance. I think this internship has helped shape my values because it has helped me appreciate where I come from, but also not judge a book by its cover. Even those struggling can serve as an inspiration through their positivity even when in a difficult situation.

**Week 7** Date \_\_\_\_\_\_\_3/17\_\_\_\_\_\_\_ Total Hours \_\_\_10\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*In recognizing your knowledge & skills, etc. from week 6, how can you use those gifts to impact the community in which you decide to spend your professional career?*

**Response:**

It can be extremely difficult to not judge a book by its’ cover and as I mentioned previously, working at RU has helped open my mind in various ways. By being more open and respectful of every person that walks through the door, I believe that I can use that to my benefit once I choose a professional career. Having a positive and open attitude can be contagious and that could benefit those in my community and the office space. I think it has also opened my mind when considering where I would eventually like to work because every place and community has their own story that is waiting to be heard and could benefit from open arms and someone willing to listen.

**Week 8** Date \_\_\_\_\_\_\_\_3/22\_\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_13.5\_\_\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*Assess the status of your Initial Learning Plan and the goals that you set at the beginning of the semester.*

**Response:**

I think I have met my goal of improving my communication and networking skills. I have also built a good relationship with Josh and feel comfortable asking for feedback and suggestions. Although I have improved with the social media aspect of things and learned some new approaches, I do think there is still room for improvement in that category. However, Josh and I met to talk about new dynamics and which social media platforms to emphasize and I think that will begin to progress immensely.

**Week 9** Date \_\_\_\_\_\_\_3/29\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_12\_\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*What are you learning about yourself in terms of communication style, adaptability, and leadership style? How do these qualities/skills impact others in your work environment?*

**Response:**

I am learning to change my communication style based on the individual I am speaking with and the situation. Some clients need a more comforting tone and some just need to feel welcomed and comfortable. On the professional side of things, I have improved with speaking on the phone and through email. Adaptability has been an important attribute within Resources Unite. Every day is different and brings new situations and challenges so it has been a necessity to be able to adapt to whatever the day brings. In terms of leadership I have always considered myself a leader, but I have noticed that in this environment I have not been as much as usual. Most interns are social work majors and know a little more about how to approach the situations and clients so I instead sit back and learn from them. I think all of our qualities and skills within our work environment all mesh together so we are able to get things done efficiently and the right way and learn from each other.

**Week 10** Date \_\_\_\_\_4/5\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_11\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*What gaps do you recognize in your knowledge and/or skills related to this experience? How will you address those gaps?*

**Response:**

I find myself having the most gaps regarding the social work and know other organizations side of things. I focus heavily on the business side of things and have had to expand my knowledge and skills in order to appropriately help our clients and send them to the right place. I have begun addressing these gaps by examining and asking questions when necessary of the other interns and seeing what they do differently so I am able to see what I can improve on.

**Week 11** Date \_\_\_\_\_\_\_\_4/11/19\_\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_8.5\_\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*What is one challenge you have faced in this internship? What problem-solving skills & ethical standards did you use to respond to this challenge? Would you do anything differently if faced with this challenge again?*

**Response:**

A challenge that I have faced during this internship is determining which types of social media posts/platforms are the most effective for RU. I have had to do a few trial and errors in order to answer this question. I eventually found that it would be beneficial to do some research about the social media marketing field to help gain some strategies. The most important thing I found I need to consider is who we are choosing to targeting and the demographic of those individuals. After posting something I have to take the time to evaluate what was successful and what could have been improved in that instance. If I was faced with this challenge again I think I would take the time to do research on the topic before I started instead of during it, so I would have more of a head start.

**Week 12** Date \_\_\_\_\_\_\_4/21/19\_\_\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_Spring Break\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*What have you accomplished in your time in this internship that you hadn’t expected? What have you been unable to accomplish that you had hoped?*

**Response:**

I have accomplished obtaining the full responsibility of posting on Snapchat, Instagram, and Twitter. Although I was expecting to help out with these platforms I was not expecting to take on full responsibility, but I am happy Josh has trusted me to do so! I have been unable to plan an event, which is another aspect I am interested in, however I am in the process of assisting Josh with planning his event for the summer.

**Week 13** Date \_\_\_\_\_\_4/26/19\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_15\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*You will soon have to represent this internship on your resume. If a future employer were to ask you to name 3 key points of this experience how would you answer him/her?*

**Response:**

1. This experience provided me with an unbelievable amount of communication skills. I was able to have conversations with individuals with various backgrounds. It helped me be more engaging and spark interesting conversations.
2. It helped me experience teamwork in a work setting instead of just on the soccer field. There was not a day I went into work where there was not an instance of teamwork.
3. Was full of trial and error, because I was given a lot of freedom so I was able to adjust and see what approaches worked the best within social media marketing, but was an amazing opportunity to be able to work with so much.

**Week 14** Date \_\_\_\_\_\_5/5/19\_\_\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_21.5\_\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*As you reflect on the totality of your experience, what skills do you hope to further develop? How can you use those skills to pursue your career goals while also making a positive contribution to society?*

**Response:**

I believe that communication skills can always continue to develop and that is one skill I focus on because it helps greatly in the field of business. I also want to continue to develop my skill of working in a team, which is also important in many jobs. Lastly, I genuinely want to continue to develop how I approach people and reading them because I think that has been a huge part of this internship and it can help not only at work, but with every single person I encounter as well. I can use these to help me find a career, do presentations to clients, and still be an active part of society by always listening and being understanding of someone’s story.

**Week 15** Date \_\_\_\_\_5/12/19\_\_\_\_\_\_\_ Total Hours \_\_\_\_\_\_\_10\_\_\_\_\_\_\_

*Are there new tasks to add to the chart at the beginning of this journal?*

*Review your Learning Plan. Did you meet your goals? Why or why not? What aided your progress or what impeded it?*

Yes, I did meet my goals because I believe my communication skills improved immensely as well as my social media marketing. Josh as my supervisor really helped aid my progress in all aspects. He is a very good mentor for all his volunteers and is a great speaker himself so I believe that really helped. I was also given a lot of freedom marketing wise and I think that helped me become more confident and successful in that aspect as well.

**MIDTERM EXPLORATION (3+ credit requirement)**

A marketer has many different roles that are very important in the success of their company. Marketing is way more than just advertising and that was reiterated in the interview I had the opportunity to do. I was able to talk with an employee, Kari Olech, who works as a Regional Marketing Specialist, for Subaru of America. She discussed the details of her typical work day, responsibilities, likes and dislikes, as well as details regarding the organization as a whole.

Her main job is to communicate with not only corporate, but the other regions, zones, districts, and retailers to make sure they are on the same page for different events, projects, and promotions. Communication is a huge role as a Regional Marketing Specialist, but so is planning and executing events. Kari is in charge of events from start to finish. She begins with the legal aspect of things by making contracts with sponsors to assure the event is able to happen as well as decide on when it will take place. All of these responsibilities may seem pretty overwhelming to some people, but Kari really enjoys it. In fact, the main thing she likes about her job is the variety of things she gets to do and experience. With these different jobs comes the chance to travel and see new places, without the feeling of constantly traveling. She also enjoys that she is able to interact and work with the many different departments within Subaru, because it truly gives an understanding of the company as a whole. The only dislike she had was that some jobs within Subaru would require her to relocate and her family is happy where they are so she does not feel comfortable doing so.

Subaru stresses the idea of family and community, which includes not only their employees, retailers, and business partners, but their customers as well. When focusing on their clients they relate it back to community always. One thing the marketing team is responsible for is a promotion called Love Promise Months. These consist of different months that have a theme that results in giving back to the community. For example April is Love the Earth, during April retailers provide a place where customers are able to recycle objects that are not usually recycled, such as K-Cups, and made into something new. June is Love to Help in Pairs month, where retailers donate blankets and make donations to local hospitals for cancer patients. They will also do an event around the holidays, called Share the Love, where every Subaru sold results in a donation of $250 to a variety of different charities. Subaru will often times partner with different charities, local businesses, and animal shelters. They do not push sales and incentives, but instead focus on giving back, making a difference in the community, and satisfying their customers. The reason customers are so satisfied by Subaru is because they feel like they are important and their values are respected. They do these events in order to help those in need, help the earth, and embrace diversity, all while running a successful business.

This interview not only provided detailed information about a Marketing Specialist job and Subaru of America, but also provided some tips and recommendations as I, myself enter the world of marketing. Kari pushed the importance of experience through internships and job shadowing. When discussing internships, she provided encouragement by assuring that getting a job that may not seem ideal at the time, may still open a door to something I would really enjoy. Being willing to travel provides a lot of opportunities because marketers are needed everywhere. This advice, along with all of the information I received will help greatly as I begin looking for internships and jobs in the near future.

With this advice it encouraged me to seek an internship in the future. Although I probably would not seek a job with Subaru, but possibly the same position elsewhere. I am not sure I would be interested in working in the automotive industry. However, I would like to be a part of a company that provides so much for the community and treats each other as a family. Subaru’s emphasis on their customers is something they should be really proud of as a company and I hope that I can eventually work for a company that does the same.

**FINAL ESSAY**

* 1. What did you do? What did you learn? Why did it matter?

A lot of times when someone says the word ‘intern’ a vivid image comes to mind. It is usually a young individual running errands, grabbing coffee, and constantly taking commands from their boss. Although this may be accurate in tv shows and movies this, in most cases, is not reality. At Resources Unite my experience was far from this commonly depicted image. I had the chance to perform many different tasks, was constantly learning, as well as preparing for my future.

At RU the typical roles of an intern are to meet with clients, organize the pantries, do intakes, and coordinate volunteering. However, marketing on social media was added to my list of duties due to my marketing background. A typical day was filled with meeting and hearing new stories from clients as well as getting Resources Unite out to more of the Dubuque Area community. When meeting with a client it was always important to listen to their story or try and learn more about them so we as an organization could help them in the most effective way possible. After listening intently to their story, their struggles, and even their successes I was able to refer them to the best resource possible. Although we only help with certaing things in the office we are also able to find outside resources to help out the client in need more in depthly. When not meeting with clients I moniter our different social media platforms: Twitter, Instagram, Facebook, and Snapchat. If there is an event, we need products to be donated, or an individual is really seeking assistance for something important we will post on social media in hopes to gain more clients, volunteers, or people in the community who just want to help. We also like to post about our events or volunteer opportunities that are happening that week.

This internship came with a multitude of learning experiences and I could not be more thankful. As a Marketing major I was a little hesitant going in because it was not your typical ‘behind a desk’ business internship, but I am so glad I took the chance. I improved my communication skills greatly by talking to clients. It is amazing to see how clients react just by the tone in your voice or the questions you ask. It is truly all about making them feel comfortable and that is something I learned to do and improved greatly on. I never considered working for a nonprofit organization and to be honest was not quite sure what it entailed. A nonprofit organization, like Resources Unite, is an amazing place for everyone in the Dubuque community and I was able to learn in depth about all the different resources there are in the area that can be offered to individuals. On the marketing end of things it consisted of some trial and errors, but I was granted a lot of freedom to post on social media and start to figure out what is the most effective. It gave me a chance to begin to gain some confidence and a voice within the social media marketing world.

Working at Resources Unite has been the most rewarding experience. By performing my role and learning different skills I was able to touch many people within the community. Nothing feels better than a client expressing how thankful they are for your help. There are many different individuals who come in with a variety of different stories and the fact that we are there to listen can make a big difference. RU as an organization matters to the community and I am thankful to be a part of it. I believe that this position mattered because it was not just an internship or a learning experience, but a chance to change the world even though it is just a little at a time.

As I reflect on my time at Resources Unite I am happy to say that I did not just look at it as a job, but genuinely enjoyed coming into the office everyday. The team members and clients make it an unebelievable experience. It is such an engaging environment for students/volunteers of all majors or backgrounds. I am beyond lucky to have had such a great first internship experience and am excited to continue my role at Resources Unite during the summer as well.

**UPDATED RESUME**

**Emily Robinson**

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Home: School:

5501 30th Ave 776 Loras Blvd.

Moline, IL 61265 Dubuque, IA 52001

Profile Marketing-related Internship

Education *Loras College*, Dubuque, IA Aug. 2016- Present

**Current Junior majoring in Marketing and minoring in Management Information Systems**

Current Overall GPA: 2.875/4.0

* NCAA D-III Soccer (3 yrs.; Forward)
  + - * + Conference Champion 2016-2018
        + 2016-2018 Team Award for Academics
        + 2016-2018 NCAA Tournament Participant
* Marketing Club (1 yr.)

*United Township High School*, East Moline, IL

**Diploma (May 2016)**

* Graduating GPA: 3.5/4.0 scale
* Honor Roll (4 yrs.)
* National Honor Society (2 yrs.)
* Soccer (4 yrs.; Midfielder)
* All State (2016)
* All Conference (2013-2016)
* All Sectional (2015, 2016)
* Team Leader (2015)
* Captain (2014-2016)

Work **Marketing Intern**, *FSBOHomes.com,* Dubuque, IAMay 2019-Present

* Meeting with clients
* Social Media Marketing
* Coordinating meetings

**Volunteer Coordinator**, *Resources Unite,* Dubuque, IAJan. 2019-Present

* Responsible for intakes
* Organizing events
* Social Media Marketer

Volunteer -Interacted with children at orphanage in San Jose, Costa Rica (Summer 2017)

-Helped at after-school program at a Dubuque elementary school (Jan. 2017)

-Youth Sports Coach for East Moline Soccer Club (2012- present)