

Caitlin Klinger

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Education:

Wilkes University

Wilkes Barre, Pennsylvania

Anticipated Graduation, December 2020

Bachelor's of Business Administration in Sports Management

Experience:

Wilkes University Office of Student Development

Wilkes-Barre, Pennsylvania

Event Planning Intern

August 2019 - Present

- Working with Student Development staff to plan and execute campus events
- Planning and leading student trips like Fall Break camping at the Great Smoky Mountains National Park
- General office duties as assigned

Student Orientation Civic Engagement Coordinator

April 2019-August 2019

- Working with 23 community partners to coordinate community service projects for more than 500 students at Wilkes University First-Year Student Orientation
- Communicating and networking with local Non-Profit Organizations including the VA Hospital, American Red Cross, Big Brothers Big Sisters, the Wyoming Valley Children's Association and more
- Providing support to all other Orientation staff members

Wilkes University Office of Civic Engagement

Wilkes Barre, Pennsylvania

Student Volunteer Coordinator; Special Olympics of Pennsylvania Luzerne County

September 2016-Present

- Responsible for recruiting and coordinating 200 student volunteers for the annual Special Olympics of Pennsylvania Luzerne County Bowling Invitational
- Assigning volunteer duties
- Monitoring and assisting all volunteers and athletes throughout the event

Mount Airy Golf Club

Mount Pocono, Pennsylvania

Pro-Shop Attendant

May 2018 - October 2018

- Learned basic knowledge of golf
- Performed general cashier duties
- Reserved tee times
- Assisted with scheduling and arranging large scale golf tournaments

Reading Royals ECHL Hockey

Reading, Pennsylvania

Community Engagement and Game Day Operations Intern

December 2017 - April 2018

- Assisted with game day operations and on-ice promotions
- Maintained relationships with season ticket holders
- Monitored in-house marketing and community relations efforts
- Attended community events as mascot handler

Activities:

Wilkes University:

Choir, member August 2015-May 2019

Chamber Singers, member August 2016-May 2019

Choral Ensembles Vice President September 2018-May 2019

Alternative Spring Break, Spring 2019

Adventure Education, member August 2015-Spring 2016, Spring 2019-Present

Volunteer and Charitable Activities:

Carolina Tiger Rescue: Volunteer Habitat Build, March 2019

Luzerne County Special Olympics Bowling Volunteer 2016-Present

The Lands at Hillside Farms Volunteer, 2015-Present

Glow Run for Suicide Awareness, Participant, 2015-Present

Walk MS: Reading, Participant, 2005-Present

American Red Cross: Volunteer and Blood Donor 2015-Present