

# Hunter Longenecker

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## Professional Summary

Personable Management Information Systems and Digital Media Marketing Undergraduate Student, with excellent leadership skills showcased through on campus employment and activities. A strong team player who values group efforts, communication, adaptability, and integrity, and applies creative methods with technology to enhance all projects.

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## Education

**Saint Francis University – Loretto, PA**

Expected Graduation: May 2022

Bachelor of Science in Management Information Systems and Digital Media Marketing

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## Skills

MacOS & Windows	Adobe Lightroom	Team Leadership	Customer Service	Adaptability
Microsoft Office Suite	Final Cut Pro	Organization	Research	Dependability
Adobe Photoshop	Communication	Active Listening	Conflict Resolution	Time Management

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## Work Experience

**Saint Francis University – Loretto, PA**

*The Knee Center for the Study of Occupational Regulation (CSOR) Undergraduate Research Fellow*

December 2019 – Present

- Analyzed and completed research to ensure all data it was correct
- Maintained and updated antiquated data and research
- Represented and attended conferences for CSOR

**Saint Francis University – Loretto, PA**

*Resident Assistant*

August 2019 – Present

- Manage time and communicate effectively with residents through written materials and residence hall meetings
- Create programs that engage and educate residents, coordinating efforts with other university departments when necessary
- Resolve potential conflicts and work to maintain a safe and relaxing environment for all residents
- Effectively listening to resident concerns and working with other Resident Assistants to resolve issues

**Appvion, Spring Mill – Roaring Spring, PA**

*General Mill Laborer*

May 2019 – August 2019

- Completed work orders such as filter changes, paper machine cleaning, and assembling office furniture
- General Maintenance including: painting exposed metal, cleaning offices, trash removal, landscaping, and sweeping
- Assisted with mail delivery, freight transportation, basic janitorial duties, and manual labor

**Saint Francis University – Loretto, PA**

*Financial Aid Office Assistant*

September 2018 – Present

- Answer phones and provide information about Saint Francis University as well as financial information regarding loans, scholarships, grants, and federal programs
- File paperwork regarding student's financial aid and maintain confidentiality
- Assist in daily office tasks

*Student Ambassador*

September 2018 – September 2019

- Provided prospective students with tours and information about the university
- Answered a variety of questions about the university
- Represented the university and present a positive image to those visiting campus

**Taco Bell – East Freedom, PA**

- Managed safe count of \$2,000 and cash drawer count, item and food count
- Entered counts in the online cash office and eRestaurant, opened and closed online shifts
- Managed crew in opening and closing store procedures, making sure all tasks were complete both efficiently and safely, trained new employees on food safety and customer service
- Performed cashier duties, including taking customer orders, performed cash transactions, and cleaned areas of the restaurant

**Dr. Reddy's – Princeton, NJ**

June 2018

*Job Study*

- Observed and assisted the Director of Communications
- Wrote an internal article about the organization's CEO, GV Prasad
- Participated in multiple meetings regarding the launch and TRO of their generic drug suboxone for treatment of opioid dependence

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**Leadership/Activities****ENACTUS Business Club, Saint Francis University***Vice President of Marketing, ENACTUS*

May 2019 – Present

- Manage Instagram, LinkedIn, Twitter and Facebook pages, and post consistent content on all
- Advertise for the projects, events, fundraisers, and meetings on campus
- Designed flyers, posters, and handouts, utilizing Adobe Photoshop and Lightroom as well as Canva
- Filmed and edited content in Final Cut Pro for Enactus and Uwork social media pages

*Communications Lead, ENACTUS Uwork Project*

January 2019 – Present

- Lead and assist team in content and presentation design for the sessions
- Lead and assist presentations during sessions
- Educated constituents to re-enter the workforce

*Member, ENACTUS Business Club*

September 2018 – Present

- Volunteer for and helped with local business and community activities
- Initiated and managed several entrepreneurial projects

**President, S.E.A.L., Saint Francis University**

March 2019 – May 2020

- Led meetings, provide updates on club progress, and receive input
- Evaluated club progress, encouraged club recruitment, attended involvement fair
- Managed budget, planned fundraisers, met with officers

**Vice President, Blue Stockings Society, Saint Francis University**

April 2019 – May 2020

- Assist President in club duties
- Coordinate with the E-board, announce meetings and changes
- Manage fundraisers and events

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**Awards****Enactus USA, 2020 National Semi-Finalist for Marketing Leader of the Year**

May 2020

- Awarded 2020 Enactus USA Marketing Leader of the Year National Semi-Finalist
- In a competition with students from over 378 universities across the nation

**Enactus USA, Enactus Excellence Award: Social Media Presence**

May 2020

- Received the Enactus Excellence Award at the 2020 National Exposition, this award recognizes a team who has an exceptional presence and influence on social media platforms
- Only Enactus team in the USA to receive the Social Media Presence award in 2020

**Residence Life, Saint Francis University, Kristen Radovanic Corcoran RA Dedication Award**

May 2020

- Recognizes a Resident Assistant (RA) who is constantly dedicated to the role of RA and to their residents

**Enactus USA, Enactus Excellence Award: Community Engagement**

May 2019

- Received the Enactus Excellence Award at the 2019 National Exposition for outstanding work within our local community
- Only Enactus team in the USA to receive the Community Engagement award in 2019

**Saint Francis University Student Involvement Awards, Outstanding Member of the Year**

April 2019

- Recognized for outstanding contributions and selfless service to the Blue Stockings Society