

CARLY E. RAHN

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2102 Sunset Drive
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EDUCATION

IOWA STATE UNIVERSITY | AMES, IOWA | AUG 2018 - PRESENT

Academic Information:

Major: Event Management

Minor: Political Science

Grade Point Average: 3.6

Expected Graduation: May 2022

Activities and Leadership Positions:

Kappa Delta Sorority

August 2018 - Present

Points Chair - Oversee and manage the members who are in good standing by keeping track of chapter and campus involvement.

Recruitment Committee - Work with chapter Vice President of Membership to organize chapter recruitment events.

Emerging Fraternal Leadership Council

December 2018 - Present

Council Member - Work in conjunction with the Panhellenic and Interfraternity Councils to build a strong foundation for future involvement within the Sorority and Fraternity community.

St. Jude Up 'til Dawn Executive Board

October 2018 - Present

Campus Outreach Director - Strive to develop programs, which involve community members, students, faculty, and alumni along with creating and executing St. Jude awareness events.

Recruitment Captain - Execute recruitment efforts and the promotion of St. Jude Up 'til Dawn and St. Jude Children's Research Hospital in specific areas of campus life.

WORK EXPERIENCE

STYLIST | MAURICES | FEBRUARY 2019 - PRESENT

- Assist in ringing up sales at registers and bagging merchandise.
- Maintain a friendly, outgoing personality to promote a positive work environment and satisfy customer needs.
- Support managers with organizing the store.

KITCHEN STAFF | J BRUNERS CLARINDA | MAY 2016 - AUG 2018

- Emphasized fast, friendly customer service.
- Prepared salads, appetizers and cold dishes, optioned desserts and brewed coffee.

INTERN | CIRCLE C SIGNS | FEB 2018 - MAY 2018

- Made customers top priority and employed active listening skills to understand needs and deliver first-rate service.
- Prepared and sold broad range of customized merchandise to individuals and commercial accounts.

SKILLS

- Verbal and written communication
- Microsoft Office Suite
- Telephone etiquette
- Time management
- Invoice and billing
- Detail Oriented