

# Shannon Sturm

513-581-3795 | shannon.sturm@my.wheaton.edu | CPO 2551, 501 College Ave, Wheaton, IL 60187

## Professional Summary

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Dependable Psychology student with a strong work ethic. Exhibits a friendly, professional attitude even in challenging situations. Can work independently or with a team, comprehends and follows instructions well and strives to provide quality results. Creatively problem solves and encourages a cohesive office environment and team morale.

## Skills

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- Attention to detail
- Organizational skills
- Communications
- Self-motivated
- Customer service
- Marketing skills
- Professional, friendly attitude
- Independent
- Dependable
- Problem-solving abilities
- Multi-tasking
- Familiar with Windows, Google Suite, and Adobe InDesign CC

## Experience

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### Administrative Assistant

June 2018 - Current

The Tom Sturm Group at Coldwell Banker West Shell Realtors - Ohio  
Indiana West Regional Office, Cincinnati, OH

Responsibilities included, but not limited to, scheduling appointments, communicating with clients, social media marketing, creative designs for advertisements, processing legal contracts, and other administrative duties. I worked both with a team and independently in the office, and also remotely via computer as needed.

## Education

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### High School - Cincinnati Hills Christian Academy , Cincinnati, OH

June 2019

- Diploma with High Honors
- 3.8 GPA
- National Honor Society 2015-2019

## **College - Wheaton College , Wheaton, IL**

August 2020

- Psychology Major
- 3.8 GPA
- Dean's List – Fall 2019

## **Volunteer Service**

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### **Children's Ministry Co-Teacher**

January 2013 - August 2019

LifeSpring Community Christian Church, Harrison, OH

- Collaborated with teaching team to make Bible stories exciting for young children through activities and game
- Practiced communication and problem resolution skills

### **Volleyball Group (Vikes Volleyball) Founder and Coach**

February 2019 - March 2019

Stewart Elementary School, Cincinnati, OH

- Organizer and Coach for under privileged children
- Communicated effectively with participating children, other volunteers, and school officials to maintain positive relationships and uniform objectives.
- Developed and led the weekly volleyball practice plans and games.
- Acknowledged and helped to resolve behavioral conflicts between team members, teaching them how to communicate and express their emotions in more positive ways.
- Proficiently communicated program information with Latinx parents whose comprehension of English was extremely limited.

### **Volleyball and Cheerleading Group Assistants**

January 2018 - March 2018

Cincinnati Hills Christian Academy, Cincinnati, OH

- Raised team morale through group activities with encouragement and increased skill practice.
- Organized and executed the before and after plans of the group (as in providing snack for the children, activities while waiting for parent pick-up, etc.)

### **Mission Trip - Haiti**

July 2017

LifeSpring Community Christian Church, One+God Ministries, and Lift Ministries

- Lived in community with

**Worship Leader**

June 2016 - August 2019

LifeSpring Community Christian Church, Harrison, OH

- Collaborated with band to build passion for the set and aid overall sound.

**Awards**

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**The Presidential Service Award**

- Grade 6-7 and 9-11 received a Gold level award
- Grade 8 received Silver level award

**Physics Award: 2018**

- This honor is awarded to only one student each year for academic excellence, leadership in the class and exhibiting Christ-like qualities