

Marissa R. Hettel

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Education

Bachelor of Arts in Communication, Concentration in Organizational Communication; Minor in Dance

Anticipated Spring 2021

GPA-3.63/4.0

Millikin University – Decatur, IL

Honors: James Millikin Scholar, Honors Program, Alpha Psi Omega

Professional and Leadership Experience

University Commons, Millikin University – *Campus Life Operations Manager*

August 2020 – November 2020

Building Manager – August 2019 – August 2020

Operations Crew Team Member – August 2018 – August 2019

- Oversee day, night, and weekend management of the University Commons student center building, averaging 300 students per shift
- Train, motivate, and supervise 25 staff members on their duties through hands-on instruction, engaging the staff in all-staff meetings, and teach new skills when appropriate
- Provide building security and enforce all building policies during entirety of shift

Journey's, Forsyth, IL – *Sales Lead*

September 2020 – Present

Part-Time Sales Associate – June 2020 – September 2020

- Led a team of 8 part-time sales associates to make sure they are achieving their daily, weekly, monthly, and yearly sales goals
- Take inventory of over 100 styles of shoes, socks, and accessories once a week and log results into UltiPro software
- Advise and assist over 35 customers per 4-5 hour shift by providing four to five of the most popular styles and Journey's exclusives

Campus and Community Involvement

Delta Delta Delta, Delta Epsilon chapter – *Vice-President of Membership*

November 2019 – Present

- Develop a comprehensive, year-long membership intake plan, which is congruent with all policies affecting recruitment practices
- Serve as the chapter's representative for all recruitment-related business within the Panhellenic Council
- Implement a formal membership recruitment during the Spring semester in accordance with expectations and policies set forth by all governing policies and bylaws

Delta Delta Delta, Delta Epsilon – *Membership Development Chair*

September 2019 – November 2019

- Promoted chapter and individual growth in provided support and structure through monthly events and spotlights in weekly chapter meetings that help strengthen sisterhood with an average chapter size of 75 members
- Planned and implemented monthly open chapter meetings that featured speakers, icebreakers, and sisterhood bonding activities

Delta Delta Delta, Delta Epsilon – *Panhellenic Delegate*

November 2018 – September 2019

- Familiarized self with all governing documents of the college Panhellenic
- Acted as the voting representative for the chapter in Panhellenic meetings and gained familiarity with all governing documents for the Panhellenic Council
- Reported back to the chapter about Panhellenic business

Millikin University – *First Year Experience Mentor*

March 2019 – December 2019

- Mentored and advised first-year students focused on transition to college and college success in first-year seminar class
- Created and facilitated monthly presentations on student success topics in class
- Worked closely with IN140 faculty to develop a positive, and organized classroom environment and keep students informed on Millikin wide events and initiatives

Sapphires Dance Team, Millikin University – *Captain (2020-2021)/Choreographer*

- Performed at home basketball and football games, choreographed between quarter, timeout, and halftime routines, and scheduled efficient practices three times a week
- Worked with different Decatur, IL organizations, including the Decatur Fire Department and the Decatur & Macon County Animal Shelter, through community service and fundraisers

Student Honors Advisory Council, Millikin University – *Vice-President of Philanthropy*

November 2018 – January 2020

- Planned and organized bi-weekly fundraisers for different organizations around campus and in the Decatur community
- Tracked the required 10 campus involvement hours and provided monthly service hour opportunities for the Millikin Honors Program including street clean up and food donations

Greek Life Intern, Millikin University

July 2020 – May 2021 (current)

- Created a monthly newsletter featuring 11 individual chapter updates, member spotlights, and highlighted chapter's leadership and scholarship
- Worked with Millikin University's Greek Life advisor to update chapter rosters, research Transgender policies in the 11 chapters present on campus, and created new marketing materials
- Completed 120 hours of work throughout the two semesters

Conferences and Institutes Attended

- Collegiate Leadership Conference – Delta Delta Delta; Dallas, Texas – February 2020
- Region IV Regional Conference – Association of College Unions-International – November 2019
- Student Affairs 101 Conference – Western Illinois University – October 2019
- Undergraduate Interfraternity Institute – North American Interfraternity Conference – May 2019