

RACHEL WENTE

ABOUT ME

An innovative Honors student wanting to help others fulfill their goals by advocating for them and telling their stories.

WORK HISTORY

Office Assistant, Student Manager

Drake University | August 2017 -present

- Manage student staff and train new staff members (Promoted June 2020)
- Assist student organizations with administrative needs
- Collaborated with co-student manager to complete duties of full-time office administrator after resignation

Social Media Intern

Beaverdale Farmers Market | May 2020-September 2020

- Created graphics for social media campaigns reminding patrons of COVID-19 policies
- Posted regularly on social media to advertise market events and share information
- Helped with set-up and tear-down of the 15 weekly farmers markets

Promotions & Marketing Staff

Des Moines Radio Group | May 2019-August 2019

- Interacted with listeners of nine radio stations to promote relationships between listeners and staff
- Organized marketing data for leads for future campaigns

LEADERSHIP

Honors Program Student Council

President, 2019-2020

Mentor Chair, 2018

Drake West Village

Community Assistant, 2019-2020

Drake Broadcasting System

Vice President, 2020-present

Video Producer, 2019-2020

Peer Mentor/Academic Consultant Program

FYS PMAC, 2019

EDUCATION

Drake University | 2017-2021

BA Journalism & Mass Communication
Major: Digital Media Production
Minor: Rhetoric, Media & Social Change

SKILLS

- Adobe Creative Cloud
- Video/Photography Production
- Basic HTML/CSS
- Oral & Written Communication
- Customer Service
- Problem Solving