

# Leah Bundy

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67 Fitz-Henry Blvd. Columbus, OH 43214

## Profile

- Results oriented and dependable. Works well independently and as part of a team.
- Experienced with handling all levels of program promotion, fundraising, and planning.
- Cited by leadership and planning reviewer for getting complex events completed on time.

## Education

**The Ohio State University**, Columbus, OH

Bachelor of Arts, June 2010

Major: Communications

## Work Experience

**The Wellness Community**, Powell, OH

Intern, January 2008-July 2010

- Assisted in public relations, program marketing and awareness campaigns for a non profit organization.
- Aided in the development, planning, marketing, and execution of events ranging from 10 to 400 attendees.
- Selected as spokesperson for The Wellness Community-Greater Columbus for several events.
- Constructed silent and live auction fund raising resulting in significant beneficial contributions to the organization.
- Assigned to all aspects of event management for The Night of Chocolate and Annual Golf Classic.
- Facilitated community outreach through the creation and maintenance of social networking sites.
- Creating on-line donation campaigns. (America's Giving Challenge)
- Aided in the preparation and dissemination of press releases.
- Conducted grant writing/research.

**Message Envy**, Powell, OH

Sales Associate, February 2009-February 2010

- Developed and implemented agreed upon Marketing Plan which meets both personal and business goals of expanding customer base in the marketing area.
- Worked within the sales and support teams for the achievement of customer satisfaction, revenue generation, and long-term account goals in line with company vision and values.

**Elements Therapeutic Massage**, Hilliard, OH

Sales Associate, October 2008 – February 2009

- Demonstrated sales through the promotion of membership packages

## Computer Skills

Microsoft Office 2009 (Access, Excel, Powerpoint, Word), Adobe Premier 6.0, CRM Software (Salesforce)