

Hayley C. DePue

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Permanent Address
2544 Priest Rd.
Lawrenceburg, IN 47025

EDUCATION

Indiana University East

Bachelor of Science in Communication (Graduated 2019)

GPA 4.00/4.00

Ivy Tech Community College

“Communication that Works” & “General Education Transfer Core” Certificates
Associates Degree in General Studies 2016-2018

GPA 3.80/4.00

SKILLS AND ABILITIES

- o Excellent Interpersonal and Communication Skills
- o Technical skills: experience with Canva. Microsoft: Outlook, Word, Excel, PowerPoint, Chats, and Access
- o Organizational Communication Skills acquired through courses and class work
- o Adaptable to altering conditions
- o Strong problem-solving skills
- o Exceptional multi-tasking capabilities
- o Ability to work effectively in groups
- o Effective and efficient in time management, task prioritization, team leadership and organization

WORK HISTORY

Coordinator | Ivy Tech Community College

8/2019 - Current

- o Create booklets and flyers for Ivy Tech’s College Transfer Fair to be distributed to hundreds of students.
- o Answer incoming phone calls for the college and provide adequate and detailed information.
- o Assist the Express and Enrollment Center by helping students and/or prospective students with the enrollment process and any higher education technical issues they may experience.

Substitute Teacher | Sunman Dearborn Community Schools

1/2017-Current

- o Interact and connect with children of all ages (K-12)
- o Effectively develop and teach lesson plans and adjust as needed.
- o Adapt quickly to new environments and keep students engaged.

Recreation Attendant III | Great Parks of Hamilton County

5/2016-Seasonal

- o Help manage, coordinate, and set up events for large groups visiting the park.
- o Work in customer service and perform management responsibilities.
- o Possess knowledge about the park and park services to provide an excellent customer experience.
- o Conduct interviews for new employees and train team members.

ACTIVITIES

Ivy Tech/Recruiting

- o Participated in a recruiting day at Ivy Tech Community College.
- o Lead a game for small groups of 6th graders in 30-minute intervals.

St. Theresa Bible Camp and Confirmation Retreat

- o Assisted in running St. Theresa’s bible camp.
- o Helped to keep small groups organized and lead discussions for the event.

World Youth Day, Rome Italy

- o Participant in World Youth Day in Rome, Italy.
- o Co-Presented to congregation about experience.
- o Learned about many different cultures that are present throughout our world.