

Hayley C. DePue

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College Address
500 Industrial Dr.
Lawrenceburg, IN 47025

Permanent Address
2544 Priest Rd.
Lawrenceburg, IN 47025

EDUCATION

Indiana University East
Major- Bachelor of Science Communication, Class of 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 Starfish Advising. Microsoft: Outlook, Word, Excel, PowerPoint, Chats, and Access
- o Self - motivated
- o Adaptability: I react quickly and strategically to change
- o Strong problem-solving skills
- o Futuristic
- o Decision-making skills
- o Effective and efficient in time management, task prioritization, team leadership and organization

WORK HISTORY

Coordinator | Ivy Tech Community College
8/2/2019-Current

- o Answer phone calls and provide adequate and useful information.
- o Supports academic advisors and operations of the Express and Enrollment Center.
- o Communicate and direct customers and potential students to their preferred destination.

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 preserve student engagement.

Recreation Attendant III | Great Parks of Hamilton County
5/2016-Seasonal

- o Develop strong work ethic by providing manual labor during 8-hour shifts.
- 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 develop team members.

ACTIVITIES

IUPUI Dance Marathon

- o Participated in IUPUI's Dance Marathon for Riley's Children's Hospital.
- o Helped raise money for this event that supported the children of Riley's Hospital.

St. Theresa Bible Camp and Confirmation Retreat

- o Assisted in running the 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 and Krakow, Poland.
- o Co-Presented to congregation about experience.
- o Interacted with and learned about various different cultures that are present throughout our world.