

Miranda L. Erbele

Currently pursuing a Relational and Organizational Communications double major at Bethel University with a graduation date of May 2021. I am a highly motivated person that will bring both enthusiasm and positivity to a company. Seeking a role where I can pursue my passion for community engagement.

EXPERIENCE

Bethel University Admissions, St. Paul, MN — Intern to the Assistant Director of Admissions

August 2020 - December 2020

- Coordinated social media posts and worked to increase the social media presence of Bethel Admissions.
- Designed advertising tools for various campus events with Canva software.
- Processed event details and guest information in the Salesforce program.

Welcome Week Committee Head — Bethel University Welcome Week

December 2019 - August 2020

- Assisted in hiring and training of 80-member orientation staff.
- Directed 10-member committee responsible for team morale and development.
- Coordinated regular committee meetings, adapting to the virtual environment mandated by COVID-19 response policy.

Bethel University, St. Paul, MN — Admissions Representative

May 2019 - August 2019

- Assisted full-time directly under the Admissions Event Coordinator.
- Presented informational seminars to prospective students and their families.
- Participated alongside a team of five representatives to coordinate all events and visits for the summer.

Bethel University, St. Paul, MN — Event Team

August 2018 - December 2020

- Assisted in coordinating details such as food, decorations, and signage for large group events.
- Processed each prospective student into Salesforce while ensuring all details for their visit were present in the program.
- Lead the registration table by greeting and checking-in guests, answering questions, and promptly catering to any specific needs they had.

Bethel University, St. Paul, MN — Student Ambassador

August 2018 - PRESENT

- Presented Bethel's campus, student life, and education to potential students through guided tours.
- Answered lingering questions based on knowledge and experience.

The White Maid, Napoleon, ND — Waitress

February 2015 - August 2017

- Assured satisfaction for guests working in a high intensity environment.
- Used leadership skills to train and elevate new employees into their position.

5892 Hwy 30
Streeter, ND 58483
(701) 320 - 4188

miranda.erbele@gmail.com

EDUCATION

Bethel University,
St. Paul, Minnesota

Expected Graduation: May 2021

Major: Relational Communications and Organizational Communications with an emphasis in Event Management

GPA: 3.81

Involvements:

Lambda Pi Eta Honor Society

Teachers Assistant

Overnight Host

Bookstore Employee

Residence Council

Welcome Week Staff

Europe Term Study Abroad

STRENGTHS (StrengthsFinder)

WOO

Communication

Adaptability

Positivity

Includer

VOLUNTEER WORK

Involved in a construction project and coordinated a children's VBS in the Dominican Republic

Provided drought relief and community outreach in Brazil