

# Leisl S. Vale

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## Education

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Samford University, Birmingham, AL, May 2018  
Bachelor of Arts, Magna Cum Laude, Communication Studies  
Overall GPA: 3.81/4.00  
Major GPA: 3.90/4.00

**Senior Workshop Presentation: *How to Deal with a Difficult Person***

- Created and delivered interactive workshop to a real audience

Purdue University, West Lafayette, IN, August 2020  
Master of Science, Strategic Communications and Public Relations  
GPA: 4.00/4.00

## Certifications

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Strategic Communication Management, Purdue University, 2019  
Blackbaud Raiser's Edge NXT Fundamentals, Blackbaud University, 2020

## Relevant Coursework

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Interpersonal Communication • Public Speaking • Organizational Communication • Communication in Close Relationships • Leadership Communication • Professional Communication • Strategic Communication • Global Communication • Professional Writing • Research Methods • Strategic Public Relations • Crisis Communication

## Relevant Experience

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**Four Seasons Foundation**, Hendersonville, NC

January 2020 to Present

*Administrative Assistant*

- Assist with day to day office tasks
- Attend meetings to take minutes
- Update website as needed
- Create even invites and track RSVPs
- Learn fundraising prospect research
- Use Raiser's Edge to track gifts and donor information

**Regal Cinemas Biltmore Grande Stadium 15 & RPX**, Asheville, NC

July 2016 to July 2019

*Assistant Manager*

- Create weekly employee schedule
- Test all ALD devices weekly
- Oversee management closing procedures
- Account for all money in registers and safe
- Answer customer questions, complaints, and problems
- Quickly problem solve in high stress situations
- Promoted to assistant manager 2 months after promotion to part time management

**Phonathon**, Samford University, Birmingham, AL

Academic Years August 2015 to May 2018

*Supervisor*

- Oversee callers
- Answer prospect and caller questions and problems
- Manage credit card slips for nightly pledges
- Track pledge dollars and count

**Communication Resource Center**, Samford University, Birmingham, AL

Academic Years August 2016 to May 2018

*Consultant*

- Tutor graduate and undergraduate students in writing and public speaking
- Plan and facilitate weekly new tutor training class
- Organize and facilitate formatting workshops for university students
- Plan end of year tutor dinner
- Work with supervisor to implement changes to improve the writing center

**Good Grit Magazine**, Birmingham, AL

August 2017- December 2017

*Digital Content Writer*

- Write articles for digital and print copy
- Attend department meetings
- Contact small business entrepreneurs to join online shop
- Send contracts to entrepreneurs
- Coordinate interviews with a journalist and entrepreneurs

**Veritas Christian Academy**, Fletcher, NC

June 2016 to July 2016

*Founder of Calling Program*

- Set and maintained own schedule
- Manually called each family and asked for donations
- Created a system of organizing caller information and pledge amounts

**Office of Spiritual Life**, Samford University, Birmingham, AL

January 2017-May 2017

*Cadre Facilitator*

- Plan weekly discussions
- Lead conversations
- Foster participation
- Track participant's attendance
- Enter convocation credit

**Other Experience**

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**Chick fil a**, Hendersonville, NC

July 2019-January 2020

*Cashier*

- Provide excellent customer service to all guests
- Work quickly in a fast-paced environment
- Handle cash effectively
- Remain busy during slow periods
- Ensure order accuracy while moving quickly

**Landry's Seafood House of Birmingham**, Birmingham, AL

October 2016 to May 2017

*Waitress*

- Provide excellent customer service to all guests
- Maintain multiple table sections on high volume nights
- Manage all cash during shifts

## Activities and Awards

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Gamma Sigma Alpha Honor Society

Lambda Pi Eta Honor Society, *President*

- Planned and facilitated alumni panel

Communication Department Ambassador

Howard Scholar

Communication Arts Essay Contest- Persuasive Essay 2015-2016, *Second Place*

Cultural Perspectives Essay Contest 2015-2016, *Second Place*

Communication Arts Speech Competition 2015-2016