

GRETA WILSON

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PROFILE

Currently a junior standing student at Bethel University seeking a degree in Organizational Communication. I am an enthusiastic, detail-oriented and adaptable employee eager to learn and grow in a professional setting. Known for diligent work ethic, adaptability and working in teams. I am excited to apply my academic knowledge to a new opportunity, where I can contribute and continue developing my skills in a professional environment.

EDUCATION

Bachelors of Arts in Organizational Communications

Bethel University | Arden Hills, MN | Expected Graduation: 2027

- Emphasis in Strategic Communication
- Emphasis in Leadership Communication

Minors: Business, Journalism, History

EXPERIENCE

Event Operations Assistant

Bethel University | Arden Hills, MN | March 2024 - Present

- Assisting Conference Events and Admission departments with various tasks before and during events including:
 - On-Site support for event leads
 - Registration
 - Set up and Tear down
 - Preparing supplies
- Ensuring guests feel welcomed, valued and satisfied
- Anticipating needs to ensure the event success

Cabin Leader

Trout Lake Camps | Pine River, MN | Summer 2023 - Summer 2024

- Coached, encouraged and lead a group of 10-16 girls during their week at camp
- Adaptable to changing schedules, camper needs and unexpected situations
- Facilitated discussions and resolved conflict within the group

ACTIVITIES

Vice President

Bethel University Public Relations Student Society of America | Arden Hills, MN | September 2024 - Present

- Scheduling and facilitating meeting with the Executive Board
- Brainstorming, contacting, marketing and running communications and public relations related events geared towards students

Communications and Marketing Team Member

Bethel University Welcome Week | Arden Hills, MN | March 2025 - September 2025

- Implementing and brainstorming branding strategies including creating a logo, shirts and color scheme
- Communicating with incoming students the essential information ensuring a successful experience

SKILLS

Experienced in AP Style | Proficient in German | Certified in Microsoft Office (MOSS expected: May 2025) | Customer Service | Time Management | Leadership | Coachable | Determination