

Eden Craig-Mickel
3206 McKinley Court
Centralia, WA 98531
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August 28, 2017

To Whom It May Concern,

My name is Eden and I am a driven, hard-working professional who would be a beneficial asset to Braun Northwest. Over the course of my career and my education, I continuously exhibit characteristics such as consistency, attention to detail, and confidence. I believe these traits enable me to perform at a high level of both accuracy and efficiency.

In June of 2017, I graduated from Centralia College with a B.S. in business management. I have a strong interest in business organizational practices. I have taken courses in Microsoft Word, communications, human resources, project management, accounting, and finance. I have also previously interned for a bookkeeper, a lobbyist, and for Senator John Braun in the Washington State Legislature. Until recently, I was an AmeriCorps VISTA member serving with the YMCA as a Volunteer Coordinator/Program Manager. This proves that I can operate software systems, be trusted with sensitive information, and work well with both coworkers and clients.

Interning for Senator Braun, the Chair of the Ways & Means Committee, means that I learned what it takes to work with people with vastly different ideas and different backgrounds. On a daily basis, I received and analyzed budget requests and bill hearing requests, met with constituents, researched bills, and used software to manipulate data. I also created Excel spreadsheets depicting the per student benefit of the proposed Education Equality Act. These spreadsheets were shared with the entire legislature.

I would greatly appreciate the opportunity to work with the Braun Northwest. I am a tenacious person with a willingness to learn and a passion for excellence. Thank you very much for considering my application.

Sincerely,

Eden Craig-Mickel

EDEN CRAIG-MICKEL

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3206 McKinley Court Centralia, WA 98531

PROFILE

- Dependable
- Goal-driven
- Proven leadership qualities
- Efficient
- Work well under pressure
- Quick-thinking
- Detail-oriented
- Work well independently
- Team player

EDUCATION

- Bachelor's of Applied Science, Business Management
Centralia College 2015-2017 (GPA 3.98)
 - Co-founder of the Centralia College Leadership Society
 - Centralia College Leadership Society Officer, Reporter
- Associate of Arts, Centralia College 2011-2013 (GPA 3.86)
 - Phi Theta Kappa

WORK

EXPERIENCE

- AmeriCorps VISTA YMCA Volunteer Coordinator, UWKC, July 2017-August 2017
 - Expanding YMCA Accelerator Program by recruiting new volunteers
 - Matching mentors and students
 - Writing job descriptions
 - Developing communication and marketing strategies
- Washington State Legislative Intern for Senator John Braun, Jan 2017-April 2017
 - Worked closely with Ways and Means Committee staff
 - Served as a liaison between the Senator, his constituents, and other elected officials
 - Conducted legislative research and summarized issues in short policy memos
 - Created Excel spreadsheets to communicate qualitative and quantitative information
 - Drafted responses for constituent mail
- Lobbyist Intern, June 2016-Dec 2016, Melanie Stewart & Associates
 - Assisted at political functions
 - Attended public hearings
 - Transcribed and reported public hearing information
- Accounting Intern, July 2015-Nov 2015, Mt. View Baptist Church
 - Administered payroll and reimbursements
 - Utilized QuickBooks, Word, Excel, PowerPoint
 - Assisted with monthly and quarterly reports
- Starbucks Barista, March 2014-May 2015
 - QASA (Quality Assurance Standard Assessment) lead
 - Launched store social media presence
 - Personnel event coordinator

VOLUNTEER EXPERIENCE

- Company Advisor, Washington Business Week, 2016
 - Advised high school students on creating their own business and financial decisions
 - Won 3rd place for Trade Show product and all-around performance
- Giving Tree Coordinator, Lewis County Gospel Mission, 2015
 - Liaison between Lewis County Gospel Mission and local church
- Counselor, summer children's programs, 2008-2016
 - Led groups of children for up to five vacation Bible schools most summers