

EDEN CRAIG-MICKEL

Cell Phone: (360) 742-2605

E-mail: Eden.Mickel@gmail.com

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