

# Erica Marle

1 (573) 470-9900

[s508322@mail.nwmissouri.edu](mailto:s508322@mail.nwmissouri.edu)

17449 Pike 277  
Bowling Green, Mo 63334

## OBJECTIVE

To obtain a job in the education field, teaching business and marketing classes

## EDUCATION

Bachelor of Science in Education May 2014

Certification: Secondary Business Education

Minor: Marketing/Cooperative Education

Northwest Missouri State University, Maryville, MO

Computer Skills: Adobe (InDesign, Photoshop, Illustrator and Adobe XI Pro)

Microsoft (Word, Excel, PowerPoint and Publisher)

Other: Windows Movie Maker, Jing

Awards: Alpha Kappa Psi New Member of the Year (Spring 2012)

Outstanding Underclassmen Business Ed Student (spring 2011 & 2013)

Training: Bearcat Leadership Training (2012/2013)

Nut and Bolts Training (2011/2012/2013)

## Highlights

Confident communication skills,  
seasoned presenter

Energetic future educator ready  
to make a difference in students'  
lives'

Recognized twice by faculty as  
*Outstanding Underclassmen  
Business Ed Student*

## RELATED EXPERIENCE

Assistant Secretary at Horace Mann Laboratory School

Fall 2011-Present

Northwest Missouri State University, Maryville, Missouri

- Interact with parents and students, taking lunch money, answering questions, etc.
- Complete office tasks such as filing, answering the phone, taking messages, laminate, etc.
- Serve as Picture/Yearbook Coordinator: collect pictures for 100 students, design (using EZ Book) and order yearbooks
- Coordinate Thanksgiving Dinner by ordering food for up to 500 guest; students and family members
- Perform basic nurse duties when needed such as take temperatures and give medicine

Summer Orientation Advisement and Registration (SOAR) Leader

Summer 2012

Northwest Missouri State University, Maryville, Missouri

- Represented the Mathematics, Computer Science and Information Systems majors as their SOAR Leader
- Scheduled 100 incoming freshman students into fall trimester classes
- Facilitated students and families about university and campus life focusing on: financial support and college life
- Mastered Public speaking skills and performing skits

## LEADERSHIP & VOLUNTEER EXPERIENCE

### Alpha Kappa Psi

VP Alumni (2013)

VP of Administration (2011-2012)

Homecoming Co-Chair (Fall 2012)

### Student Activities Council

VP of Organizational Operations (2013-Present)

Director of Lecture Programming (2011-2012)

### Volunteer

Humane Society (2013)

Tutor Adults with Disabilities (2012)

Judge for FBLA Districts (2012)

PSR Substitute Teacher (2010/2011)

Bearcat Green and White Days (2011/2012)