

# Myranda Huerta

mdhuert@ilstu.edu • (309) 472-4320 • 6326 North Devonshire Drive • Peoria, IL 61615

## **EDUCATION**

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### **Illinois State University**

*College of Communication: Bachelor of Science  
Mass Media – Management, Promotion, and Sales*

**Normal, IL**

*May 2021*

### **Minneapolis Community and Technical College**

*Credit hours: 32  
Dean's List: Spring 2017, Fall 2017, Spring 2018  
Academic Honors: Phi Theta Kappa*

**Minneapolis, MN**

*January 2017 - May 2018*

## **WORK EXPERIENCE**

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### **Emo's Dairy Mart**

*Seasonal Employee*

**Peoria Heights, IL**

*June 2016 - June 2018*

- Worked with a team of at least 5 people per shift to work towards meeting daily quota
- Served customer needs with efficiency and precision during peak hours of operation
- Trained and instructed new seasonal employees in job requirements

### **Bergner's**

*Sales Associate*

**Peoria, IL**

*August 2015 - December 2016*

- Conducted inventory and ordering procedures both online and in-store with a monetary goal of selling \$500 worth of merchandise per shift
- Performed returns or refunds for unsatisfied customers while encouraging them to return
- Generated markdowns and re-stocked/organized merchandise in an eye-catching manner

### **Weaver Ridge Country Club**

*Event Setter*

**Peoria, IL**

*April 2015- May 2015*

- Produced an aesthetic atmosphere for events such as proms, weddings, golf outings, and parties
- Utilized problem solving skills when faced with conflict between coworkers or customers
- Presented menus, placed customer orders, and served food/beverages for customer satisfaction

## **LEADERSHIP EXPERIENCE**

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### **Business Week**

*Professional Development Dinner Coordinator*

**Normal, IL**

*August 2019- May 2020*

- Attended and contributed in weekly meetings in preparation for Business Week events
- Planned and orchestrated Business Week's Professional Development Dinner for the year 2020
- Contacted leadership professionals and invited them to attend our event

### **Alpha Kappa Psi**

*Rho Pledge Class President*

**Normal, IL**

*October 2018*

- Delegated weekly tasks among 13 pledging members to efficiently generate productivity
- Designed customized apparel for events, local businesses, and organizations
- Developed a pledge class business in which all proceeds were donated towards breast cancer research

### **Director of Public Relations and Communications**

*Student Senate- Minneapolis Community and Technical College*

**Minneapolis, MN**

*September 2017 - May 2018*

- Created PowerPoint slides in preparation for meetings
- Recorded and delivered meeting minutes to board members post-meeting
- Educated and provided instruction for upcoming board members

### **Information Technology Co-Chair**

*Student Senate- Minneapolis Community and Technical College*

**Minneapolis, MN**

*September 2017 - May 2018*

- Reinstated an IT communication platform for students and faculty to utilize
- Collaborated with staff and peers to rebrand the school website design
- Conducted meetings between the Board of Directors and Student Senate members