

Madeleine Van Haute

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WORK EXPERIENCE

Virtual Assistant

The Catholic Bridal Collective, March 2024 - Present

- Wrote and proofread blogs on topics that correspond to wedding planning.
- Developed and coordinated creative content for social media.
- Helped build relationships with vendors and other followers on social media.

Missionary Speaker

The Culture Project International, June 2023 - June 2024

- Fundraised over \$30000 for a nonprofit.
- Educated middle and high school students in academic settings on topics relating to relationships, identity, sexuality, and media.
- Created and developed relationships with organization supporters through newsletters and blogs.

Front Desk Agent

Boyne Mountain Resort, May 2022 - August 2022

- Hospitality and service experience.
- Answered phones and kept front desk clean and presentable.

SKILLS

- Public Speaking, Public Relations, Event Planning, Customer Service
- Google Suite, Canva, Social Media, WordPress, MailChimp, Microsoft Office: Word, PowerPoint
- Organization, Team Player, Adaptability, Time Management, Quick Learner

EDUCATION

Aug. 2019 - May 2023

Franciscan University of Steubenville - Steubenville, OH

B.S. Marketing

Minor Communication Arts

HONORS AND AWARDS

- Dean's List - Franciscan University of Steubenville
- St. Elizabeth Scholarship - Franciscan University of Steubenville

ACTIVITIES

Student Event Planning Association

Franciscan University of Steubenville, Aug. 2021 - May 2023

Coordinator of Women's Club - Rosa Mystica Household

Franciscan University of Steubenville, 2022 - 2023

The Troubadour - Newspaper Publication