

Vera Long

Student Worker, Multimedia Services

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📍 Lancaster, PA 17603

STRENGTHS

- ♥ **Service focused support**
Role play work turned student questions into clear next steps, and classmates often relied on calm, courteous responses.
- ✓ **Accurate information handling**
Spreadsheet and database practice encouraged a second look at every entry, especially when records included sensitive student details.
- 📅 **Event preparation**
Networking event simulations connected signage, attendance, presentations, and check in steps, so activities felt organized from arrival onward.
- ♥ **Multimedia communication**
Digital slides and Instagram drafts translated event details into simple visual messages that campus audiences could scan quickly.
- ☰ **Concurrent task planning**
A prioritized tracker kept weekly assignments moving when new scenarios appeared, with deadlines still met and work clearly documented.

SKILLS

Customer service Data entry
Database maintenance
Event support Telephone etiquette
Confidentiality Mail processing
Office operations Microsoft Word
Microsoft Excel Google Forms
Instagram content
Digital slide creation Multitasking
Event photography

SUMMARY

Business administration student with supervised campus experience supporting multimedia content, event preparation, **customer service**, **data entry**, and routine **office operations**. Academic projects include digital display slide development, Instagram content planning, **event photography** practice, Google Forms attendance collection, Excel tracking, database updates, and Microsoft Word document preparation. Coursework built practical habits for checking records, protecting confidential information, answering student questions, organizing mail, monitoring office supplies, and documenting repeatable procedures. Comfortable balancing concurrent assignments through prioritized task tracking and clear deadlines. Brings a calm, service focused approach to faculty and student support, with willingness to learn opening and closing routines, varied administrative tasks, and required clearance procedures while maintaining a class schedule.

EDUCATION

Bachelor of Science in Business Administration

Franklin & Marshall College 🎓 GPA: 4.0 📅 2028 📍 Lancaster, PA

Coursework: Microsoft Word, Microsoft Excel, business communication, office operations

TECHNICAL SKILLS

- **Office Applications:** Microsoft Word, Microsoft Excel, Google Forms
- **Digital Displays:** Television screen slides, presentation layouts, campus displays
- **Social Media:** Instagram posts, content calendars, event photography
- **Data Records:** Spreadsheets, databases, data entry
- **Event Tools:** Attendance rosters, registration forms, check in workflows
- **Office Communications:** Telephone etiquette, student inquiries, professional correspondence
- **Document Control:** Templates, proofreading, procedural documents
- **Administrative Operations:** Mail processing, supply checks, copier paper
- **Task Management:** Prioritized trackers, deadline planning, concurrent assignments
- **Information Protection:** Confidential records, access limits, secure file storage
- **Event Promotion:** Digital promotional materials, display messaging, social content
- **Reporting:** Excel reconciliation, response exports, participation records

EXPERIENCE

Multimedia Services Project Coordinator

University Project 📅 August 2026 - Present 📍 Lancaster, PA

Coordinates a supervised multimedia workflow for a simulated business school campaign, covering digital displays, social content, attendance collection, records maintenance, and presentation of repeatable procedures.

- Developed rotating digital display slides for a simulated campus campaign using concise messages and consistent layouts.
- Planned **Instagram** content for three mock **events**, selecting photographs, captions, and posting dates for faculty review.
- Built **Google Forms** for event attendance, tested responses, and exported results into Excel for reporting.
- Maintained event and contact records in **spreadsheets** and a course database, checking entries before submission.
- Protected sample student records by limiting access and following instructor procedures for project file storage.
- Presented a **multimedia** workflow to classmates and documented steps for updating displays, social posts, and attendance records.

Business Office Operations Project Assistant

Course Project 📅 January 2026 - May 2026 📍 Lancaster, PA

LANGUAGES



MY CAREER



- Multimedia Services Project Coordinator at University Project (2 Months)
- Business Office Operations Project Assistant at Course Project (4 Months)
- Business Event Support Lab Member at Student Lab (3 Months)

Completed supervised front office simulations covering telephone etiquette, student inquiry routing, mail handling, document organization, supply tracking, **confidentiality**, and daily opening and closing routines.

- Completed front office simulations covering telephone etiquette, student inquiries, **mail** processing, and document organization.
- Prepared **Microsoft Word** correspondence and procedures using templates, proofreading, and instructor review.
- Organized supply records and project deadlines in Excel using sorting, filters, and basic formulas.
- Managed overlapping weekly assignments with a prioritized tracker, meeting deadlines across changing administrative scenarios.
- Created opening and closing checklists covering workspace readiness, copier **supplies**, file security, and end of day organization.
- Responded to student concerns in role play, documenting questions accurately and routing issues to simulated contacts.

Business Event Support Lab Member

Student Lab 📅 September 2025 - December 2025 📍 Lancaster, PA

Supported supervised event simulations through preparation, attendee records, promotional content, photography practice, **customer service**, file organization, and lessons learned for future activities.

- Prepared networking event logistics by organizing attendee information, signage, presentation materials, and check in steps.
- Created an Excel attendance roster and validated entries against **Google Forms** responses for a clean participation record.
- Drafted display and social content from a shared brief, incorporating **faculty** feedback before presentation.
- Practiced **event photography** and selected clear images for an Instagram style activity recap.
- Answered sample attendee questions during event simulations using professional service and escalation practices.
- Organized post event files and documented improvements for future student event support.

PROJECTS

Campus Display and Attendance Workflow 📅 2026

Built a connected practice workflow for display slides, Instagram content, Google Forms attendance, Excel reconciliation, and faculty review. This project made event information easier to present and records easier to check.

Student Office Readiness Toolkit 📅 2026

Created practical office tools for opening and closing routines, mail processing, supply checks, confidentiality, and task tracking. Clear checklists helped keep simulated daily work orderly and approachable.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026, recognized academic performance in business studies.
- Business Student Project Showcase Recognition, 2026, honored polished project presentation and practical business communication.
- Peer Welcome Volunteer, Campus Student Programs, 2026 - Present, supporting new student engagement.

CERTIFICATIONS

- Microsoft Learn, Excel for Beginners Learning Path 📅 2026
- Coursera, Work Smarter with Microsoft Word 📅 2026

PROFESSIONAL AFFILIATIONS

- Student Event Planning Committee Member, 2025 - Present, contributing preparation and coordination ideas.
- Campus Student Programs, Peer Welcome Volunteer, 2026 - Present, helping students feel informed and included.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST