2789 Bridlewood Drive Sidney, OH 45365 – (937) 638-4728 – cmkinninger@gmail.com

Experience

**Programme Intern April 2015 – July 2015**

*Common Purpose, Dublin, Ireland D7*

* Assisted in leading several leadership development programs with a small team
* Went on site visits, made program materials, and performed research for new clients
* Participated in weekly team meetings as well as monthly all-Ireland meetings with the CEO

**Co-Retreat Chair** **April 2014 – December 2015**

*St Francis of Assisi Parish and Newman Center, Muncie, IN 47303*

* Coordinated and led over four different kinds of retreats for 50+ participants
* Planned weekly team meetings of 15-20 people, including team-building
* Worked with budgets, selecting team members, and registration

**Development Office Intern July 2014 – February 2015**

*Lehman Catholic High School, Sidney, OH 45365*

* Added monetary donations and tangible gift donations to Auction Tracker computer system
* Helped plan invitations and decorations for 25th Annual Harvest Auction for over 200 guests
* Prepared lodging for guest speaker, Deborah Norville, for annual Foundation Banquet

**Banquet Server June 2014 – December 2014**

*Piqua Country Club, Piqua, OH 45365*

* Set up for events, served food, and assisted in clean up for events from 25-250 people
* Learned the members’ needs and assisted to satisfy their desires

Education

**Ball State University – Muncie, In 47306 August 2012 – May 2016**

Major: Family and Consumer Sciences – Hospitality and Food Management concentration

Minor: Travel and Tourism

*GPA*: 3.75/4.0 *Dean’s List* – eight consecutive semesters *Junior Marshall* at Graduation 2014

Academic Highlights

* Interned abroad in summer 2015 for Common Purpose in Ireland for three months, liaising through Stint Ireland
* Participated in three immersive learning projects, working with community agencies and teams of various majors and concentrations

Skills

Microsoft Office / Mac and PC software / Social Media / Retreat Planning and Team Building / Travel

Certifications

**ServSafe July 2014 – July 2017**

**Cvent November 2014 – November 2017**

**SABRE April 2016**