

Nikki Bonvini

14 Monmouth Court • Livingston, NJ 07039 | (973) 803-2859 | nikkibonvini@gmail.com

EDUCATION

MUHLENBERG COLLEGE | ALLENTOWN, PA

Bachelor of Arts | Double Major: Business Administration and Media & Communication

May 2022

- **GPA:** 3.56/4.0
- **Honors:** Chi Alpha Sigma National Honor Society for Student-Athletes, Centennial Conference Academic Honor Roll, 2021
- **Certification:** Inbound Marketing Certified- HubSpot Academy

INTERNSHIP AND RELEVANT EXPERIENCE

PROJECT MANAGEMENT INTERN | CALCIUM HEALTHCARE MARKETING | PHILADELPHIA, PA

JUNE 2021- JULY 2021

- Managed status updates for two client teams by sending lists of high priority tasks every day
- Inputted timelines using Airtable to help coworkers know when a project is created, reviewed and updated
- Communicated status of projects and tasks for creative, edit, copy and account managers during meetings
- Developed advanced routing process skills utilizing Teamwork software
- Created pitch deck that highlighted recommendations for Calcium's updated website

SOCIAL MEDIA INTERN | DOVETAIL COLLEGE CONSULTING

MARCH 2021- MAY 2021

- Worked with college admission consultant to promote consulting services, events, and related news
- Created engaging content for social media channels to increase DCC'S brand awareness and number of likes
- Scheduled content to be posted three times a week using Buffer software application

MARKETING INTERN | METAMORPHOSIS AGENCY

SEPTEMBER 2020- NOVEMBER 2020

- Assisted the creative director and clients with social media content, analytics, and digital advertising
- Built campaign content and implemented through social media marketing
- Utilized Canva the graphic design platform to create organic social media

WORK EXPERIENCE

FRONT DESK ASSISTANT | ACADEMIC RESOURCE CENTER | MUHLENBERG COLLEGE

FALL 2021 - PRESENT

- Answering questions regarding tutoring and academic support for students, staff, and parents
- Scheduling appointments using Google Calendar for ARC staff
- Generating new tutor session notes using Google Drive
- Organizing paperwork and the ARC Seminar Room

TUTOR | ACADEMIC RESOURCE CENTER | MUHLENBERG COLLEGE

SPRING 2020- PRESENT

- Selected by the professor after excelling on class assignments and tests and demonstrating interest in the course
- Help improve student peer's understanding of content

CASHIER | 'BERG BOOKSHOP | MUHLENBERG COLLEGE

FALL 2018 - SPRING 2020

- Demonstrated excellent attention to detail when handling cash and credit transactions accurately
- Processed and tracked inventory monthly
- Practiced effective communication skills to understand customer complaints and provide solutions

CAMPUS ACTIVITIES

MUHLENBERG WOMEN IN BUSINESS CLUB | ALLENTOWN, PA

FALL 2020- PRESENT

- Co-founder and VP of careers and corporate relations
- Lead liaison for a student organization that is bringing together and empowering women pursuing careers in business
- Organize and lead alumni panels and networking events

MUHLENBERG ATHLETIC LEADERSHIP TEAM | ALLENTOWN, PA

SPRING 2020- PRESENT

- Selected team representative for Muhlenberg's Women's Lacrosse
- Communicate M.A.L.T information to coaching staff and teammates
- Attend and assist athletic events to spread awareness throughout campus

MUHLENBERG COLLEGE VARSITY LACROSSE | ALLENTOWN, PA

FALL 2018- PRESENT

- Chosen to be a captain for Spring 2022 season
- Devote twenty-five-plus hours each week to conditioning, practice, film, and competition
- Develop time management and critical skills by being exposed to high-pressure situations
- Present about personal college-athlete experience to prospective students and families

SKILLS

Software: Microsoft Office (Excel, Word, PowerPoint), Canva, Teamwork, Airtable, Advantage