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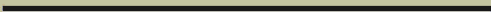
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# Sally Sue McGregor

503.554.8627 \* smcgregor17@georgefox.edu \* linkedin.com/in/sallysuemcgregor

## Qualifications

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- Highly-motivated self-starting individual and effective team member
- Exceptional communicator; experienced editor and presenter
- Able to effectively and simultaneously complete a wide variety of tasks
- Outstanding organizational skills and close attention to detail
- Highly proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Photoshop

## Education

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- GPA - 3.8
- *C* : Persuasive Communication, Small Group Communication, Advanced Organizational Communication, Principles of Marketing, Professional Writing, Social Media, Graphic Design for Non-Majors

## Experience

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- , Mission to Unreached Peoples, Newberg OR 2016 - A 2017
- Wrote and designed newsletters using InDesign and Photoshop, increasing brand awareness and donations
- Assisted in developing and supporting fundraising programs and print collateral while maintaining accurate donor records using Denari Client Management
- Scheduled the distribution of publications and international correspondence to achieve maximum impact
- , Social Venture Competition, George Fox University, Newberg OR 2017 - A 2017
- Designed and facilitated the creation of a socially-aware business including preparation of financial statements, product development, marketing and advertising, human resources development, and initial funding sources
- Presented business plan to a group of 100+ judges from throughout the Northwest
- Awarded Third Place outstanding business plan out of 25 teams
- , George Fox Human Resources Department, Newberg OR 2016 - 2016
- Interacted with a broad range of HR functions to increase the number of student workers on campus by 10% in one semester
- Assisted the director on four significant projects that increased the speed of new employee onboarding
- , George Fox University Bon Appetite, Newberg OR 2016-A 2016
- Thoroughly researched customer demographics for this on-campus food-service provider
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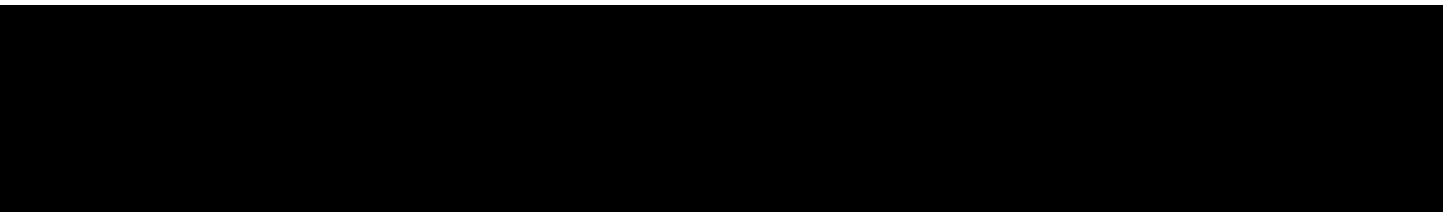
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# List of Action Verbs for Resumes and Professional Profiles

## Management / Leadership Skills

Administered	Contracted	Eliminated	Headed	Inspected	Overhauled	Restored
Analyzed	Controlled	Emphasized	Hired	Instituted	Oversaw	Reviewed
Appointed	Converted	Enforced	Hosted	Led	Presided	Scheduled
Approved		Enhanced	Improved	Managed	Prioritized	Streamlined
Chaired	Delegated	Established	Incorporated	Merged	Produced	Strengthened
Considered	Developed	Executed				





## Teaching Skills

Adapted	Conducted	Encouraged	Guided	Individualized	Persuaded	Tested
Advised	Coordinated	Evaluated	Individualized	Informed	Set Goals	Trained
Clarified	Critiqued	Explained	Informed	Instilled	Simulated	Transmitted
Coached	Developed	Facilitated	Instilled	Instructed	Stimulated	Tutored
Communicated	Enabled					