

Leonard Jeffrey Stephen Minch

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85 North Avenue, Apartment 35 Athens, Georgia 30601		1402 Ethridge Avenue Austin, Texas 78703

OBJECTIVE

EDUCATION

Bachelor of Business Administration, Marketing

December 2008

Graduation:

The University of Georgia, Terry College of Business

Athens, Georgia

- Dean's List 2005, Delta Tau Delta Most Improved GPA Award Spring 2005

Coral Reefs to Cloudforests: A GORP Adventure

May 2007

UGA Costa Rica Campus

San Luis

Valley, Costa Rica

WORK EXPERIENCE

Habitat For Humanity International

Athens, Georgia

Marketing Intern

Summer 2007

- Assisted in creating and executing comprehensive marketing campaign for the Women's Build 2007 project
- Conceptualized and drafted television commercial for retail store grand re-opening
- Utilized Word and Excel extensively to produce promotional materials and organize information for fundraising events

Premiere Tents & Events

Austin, Texas

Hospitality / Special Event Coordinator

Summer 2005

- Worked as part of a diverse team to fluidly plan and produce large scale events
- Established and developed relationships with customers to ensure ultimate satisfaction and met specific needs

Dubois, Bryant, Campbell, & Schwartz, LLP

Austin, Texas

Legal Intern

Summer 2003

- Often labored without the supervision of superiors and expected to maintain accountability and consistency
- Performed discovery and research in business related cases and transactions

LEADERSHIP EXPERIENCE

Student Government Association

Athens, Georgia

Freshman Forum Advisor

Spring 2007 – Present

- Mentor freshman in developing personal leaderships skills and making an impact in the community
- Interviewed and selected 100 members out of applicant pool of over 300 freshman leaders

Delta Tau Delta Fraternity, Beta Delta Chapter

Athens, Georgia

Recording Secretary

Fall

2006 – Spring 2008

- Perform essential organizational and communication tasks to assist in effectively managing over \$100,000 annual budget
- Serve on the executive and administrative committees, managing both day to day and long term operations

2nd Vice President, Recruitment

Fall

2005 – Fall 2006

- Successfully designed and implemented new extensive summer recruitment program
- Chaired 20 member committee by effectively delegating responsibilities to plan events and achieve goals

Director of Sober Driver Program

Spring

2005 – Fall 2005

- Organized driving schedules of 47 new members to ensure safety of 120 man chapter

Interfraternity Council

Athens, Georgia

Chapter Delegate

Fall 2005 – Fall 2007

- Elected by my peers to represent my chapter's interests and promote our agenda in the interfraternal governing body

CAMPUS INVOLVEMENT

Sport Business Club, Development and Finance Committee

Fall

2006 – Present

- Allocate funds of \$10,000 annual budget and handle transactions to ensure proper account balances

H.E.R.O. for Children, Alumni Relations Committee

Spring

2006 – Present

- Plan and execute fund raising efforts targeted at alumni

Dance Marathon, Corporate Relations Committee

Fall 2006 –

Spring 2007

- Cultivated and maintained relationships with large corporations and local businesses to secure sponsorships