

Jennifer E. Pearson Hennen

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EDUCATION

- MN 2004–2006 M.S. Mass Communications, St. Cloud State University, St. Cloud,
3.97 GPA
- 2003 B.A. Classical Studies, Communication, University of North Dakota,
Grand Forks, ND
4.00 GPA, Summa cum laude
- 1998–1999 Bismarck State College, Bismarck, ND
4.00 GPA
- 1995–1998 Bismarck High School, Bismarck ND
3.81 GPA, Graduate of highest distinction

EMPLOYMENT

- 2008–present Office assistant, Travel and Professional Improvement, SCSU
Department of English
- Advised faculty on travel expense procedures and process travel expenses for largest department on campus (40+ faculty)
 - Processed professional improvement expenses and reimbursement
 - Extensive knowledge of university purchasing and travel procedures
 - Maintained department ListSers
- 2007–present Office manager, SCSU Center for Doctoral Studies
- Supervised and managed day-to-day processes of doctoral center
 - Prepared informational packets for prospective students
 - Provided registration and enrollment assistance for students
 - Maintained student and library databases
 - Maintained program ListServ
 - Organized new-student orientations and end-of-year events
 - Work with vendors to promote doctoral program
- 2006–2007 Staff, SCSU Assessment and Accreditation Office
- Prepared documents for university assessment program
 - Analyzed assessment data for program improvement
 - Coordinated publications and community events for HLC (Higher Learning Commission) accreditation visit
 - Assisted in editing and proofreading university's HLC self-study report
 - Analyzed data and created visual representations of results for report
- 2004–2006 Graduate Assistant, Mass Communications Department, St. Cloud State University

- Conducted academic research for faculty
 - Prepared PowerPoint exhibit on 20th century photography
 - Took part in writing and finalizing departmental assessment report, including preparing 350+-page appendices
- 1998–2005 Interpreter, Fort Abraham Lincoln Interpretive Division
- Conducted historic interpretive tours and programs at 19th-century historic site
 - Researched life and culture of 19th c. U.S.
 - Performed in historical melodramas
- 2003 Writing Assistant, Office of University Relations, University of North Dakota
- Researched, wrote and distributed news releases for publication in regional media
 - Worked to help publicize various campus events and organizations
 - Collected and verified information for distribution
- 2002 Communications Intern, Fort Abraham Lincoln Interpretive Division
- Prepared and distributed publicity materials region-wide
 - Prepared promotional material
 - Appeared in local media spots to promote interpretive program
 - Official media contact for Fort Abraham Lincoln for local and state-wide news media
- 2002–2003 Arts and entertainment columnist, Dakota Student
- Wrote weekly columns about local and national arts and entertainment
- 2001–2002 Office assistant, UND Music Department
- Input student data in departmental database
 - Assisted with financial records
 - Prepared promotional and departmental mailings

SKILLS

- Extensive writing experience for public relations and internal/external communication
- Confident using both Mac and PC platforms
- Highly skilled in Microsoft Office and Excel and proficient in Access and PowerPoint
- Successful at managing both large and small projects within concrete deadlines
- Motivated to expand skills, continue education and try new things

AWARDS

- Phi Beta Kappa
- Chancellor's List

- Who's Who Among American Colleges and Universities
- Top Scholar Award, UND School of Communication
- Nominated for Larry S. Schlasinger Award, UND School of Communication
- Deans' List, UND
- President's Roll of Honor, UND, Bismarck State College