

KATHLEEN R. DIXON

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EDUCATION

Indiana University of Pennsylvania (IUP), Indiana, Pennsylvania
Bachelor of Science in Communications Media/Media Marketing
Minor in Marketing
GPA 3.55/4.0, Dean's list 3/4 semesters

Anticipated August 2026

EXPERIENCE

Tour Guide, IUP Admissions Office, IUP, Indiana, PA

July 2023 - Present

- Give tours to prospective students and communicate the benefits of attending our university with accurately memorized information.
- Help answer phones, help solve issues, and complete other office duties such as folders, spreadsheets, and confirmation calls as needed.
- Assist in running the social media team by creating posts, planning meetings, tracking projects, and coordinating with admissions staff.

IUP Ambassador, IUP, Indiana, PA

March 2024 - Present

- Bridge the connection between current students and Alumni through on-campus events.
- Volunteer at larger campus events and interact with Alumni in a positive and informative way.
- Create informative and engaging content for the social media pages.

The IUP Marching Band Social Media Team

March 2024-Present

- Promote the band with graphics, videos, and entertaining content.
- Work with the other members to manage the band's social media pages.

ACTIVITIES

- The IUP Legend Marching Band (Color Guard)
- IUP Student Photography Association (Vice President)

August 2023-Present

Fall 2023-Present

SKILLS

Social Media savvy – including Facebook, Instagram, and TikTok

Photography – Skilled with a camera as well as image editing

Leadership – I have held many positions that have helped me gain leadership skills. These include coaching, training other tour guides, and club officer positions.