

IMA KNIGHT

3200 Cold Spring Road | Indianapolis, IN 46222 | 317.955.6500 | iknight123@marian.edu

EDUCATION

Marian University, Indianapolis, IN

Bachelor of Arts in Communication

May 2017

- Minors in Spanish (moderate proficiency) and Pastoral Leadership, Concentration in Writing
- 3.7 GPA, Dean's List all semesters

RELATED EXPERIENCE

Pujols Family Foundation, St. Louis, MO

Communication and Events Intern

May 2016-Present

- Provide content and article writing for the foundation website and social media accounts
- Assist with set up, check-in, and tear down of programmatic and fundraising events
- Aide in planning and execution of organization's annual celebrity golf tournament
- Responsible for overseeing and coordinating all volunteers at largest fundraising event
- Request donations for auction, gift bag, and event items
- Draft proposals for potential sponsors of the foundation

Marian University Campus Activities Board, Indianapolis, IN

Homecoming Co-Chairman

May 2016-Present

- Contact various venues in the Indianapolis area, schedule venue tours, complete venue contracts
- Coordinate and oversee a committee of team members
- Design marketing materials to promote events and ticket sales to the student body
- Create and maintain a budget for event expenses
- Organize dispatch and events schedules
- Collaborate with other campus organizations and offices
- Accommodate approximately 250+ guests per event
- Previously served as Fall and Spring Formal Chairman from May 2014-May 2016

Marian University Writing Center, Indianapolis, IN

Student Leader Board Member, Peer Tutor

August 2014-Present

- Review students' academic writing and assist in the drafting process
- Develop community outreach programs at Marian University and in the Greater Indianapolis area
- Present writing workshops at the local, regional, national, and international level
- Interview potential new employees and train new hires
- Plan and implement monthly tutor meetings
- Serve as student liaison in The Exchange and Office of the President
- Attend and present at regional, national, and international writing center conferences

SELECT ACTIVITIES AND VOLUNTEER EXPERIENCE

Spanish Studies Abroad, Seville, Spain

May 2016

- Completed a two week course on the history and culture of Spain
- Immersed in the culture, customs, and language of the city of Seville

Guatemala Mission Trip, Valley of Angels Orphanage

May 2015

- Supported students with homework, attended church, and spent free time with the children
- Volunteered as English classroom assistant and assisted orphanage coordinator in daily tasks