

Bridget Adam
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New Orleans, LA

EDUCATION

Louisiana State University (LSU), Baton Rouge, LA **May 2023**
Master of Business Administration GPA: 4.03

Louisiana State University (LSU), Baton Rouge, LA **May 2022**
Bachelor of Science, Marketing GPA: 3.74
Bachelor of Science, Management, Concentration in International Management
Minor, Psychology

EXPERIENCE

Coordinator **May 2023 – August 2023**
Graduate Assistant **May 2022 – May 2023**
Student Support Services, Louisiana State University **Baton Rouge, LA**

- Coordinated the program's recruitment process, determining if eligibility criteria is met and conducting interviews for approximately 80 new students in the Fall semester and 40 in the Spring semester
- Collaborated on an improved social media strategy for Instagram and Tiktok and supervised the intern implementing it
- Designed, organized, and responded to all communications for the SSS department, including emails to and from sss@lsu.edu, text messages using the Remind platform, and monthly newsletters using MailChimp
- Taught the SSS 1001 course on a rotating schedule with 2 other instructors and served as the grading TA
- Assisted in the planning and facilitation of workshops focusing on career development, financial literacy, study strategies, personal wellness, and community building
- Created surveys using Qualtrics for all events and implemented feedback in planning for future events
- Utilized Handshake to search for new student employees and conducted their training once hired
- Aided in the development of a curriculum for a new Student Success Seminar summer course including lesson plans for economic literacy, the difference between high school and college learning, and college-level writing expectations
- Advised students on scheduling for the upcoming semester and took personal support appointments when needed
- Operated in compliance with Federal TRIO legislation, FERPA guidelines, and our specific LSU SSS grant regulations

Office Assistant **August 2018 – May 2022**
Student Support Services, Louisiana State University **Baton Rouge, LA**

- Graded weekly assignments and midterms for the SSS 1001 class since August 2020
- Answered phone calls and directed callers to the proper departments
- Created, Rescheduled, and Checked-In students for their appointments at the front desk using EAB Navigate
- Adhered to an organized filing system and shredded papers that were no longer needed
- Operated in compliance with Federal TRIO legislation, FERPA guidelines, and our specific LSU SSS grant regulations

VOLUNTEER

Core Team Member **June 2019 – Present**
Divine Mercy Youth **Kenner, LA**

- Collaborate with a team of adults to organize events such as Confirmation retreats, including planning for the overall theme, activities, specific talk topics, the best order of events, and any other logistics
- Prepare small group discussions and exercises for groups of approximately 8 high school teens in Youth Group to grow deeper in their faith
- Deliver talks to groups of around 40 high school teens about various topics relevant to their faith life

HONORS

Flagship Scholars Resident Award at LSU (2018-2022), Nominated for LSU Student Employee of the Year (2022)

SKILLS

Proficient in Microsoft Office, Google Workspace, Canva, LinkedIn, Moodle, and TRiO Blumen

CERTIFICATIONS

HubSpot certified in Email Marketing and Growth-Driven Design
