**Scotty Tartan**

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 www.linkedin.com/in/scottytartan

**Education**

**Alma College** (Alma, Michigan)

*Bachelor of Arts* Anticipated Graduation 2022

Major: Communication

President’s List: Fall 2019

Deans’ List: Three Semesters

GPA: 3.55/4.00

**Skills**

**Graphic Design:** Adobe Photoshop, Illustrator, Fireworks **Video Editing:** Adobe Final Cut, iMovie **Page Layout:** Adobe InDesign, Microsoft Publisher **General Office:** Microsoft Access, Excel, PowerPoint, Word

**Relevant Experience**

**ESPN 100.9FM** (Midland, Michigan)

*Communications Internship* January 2019 – Present

* Contribute to the station’s on-air, video, or written content and programming utilizing written and verbal communication skills
* Produce 5-10 broadcast and constant online content weekly to keep the website up-to-date and accurate
* Facilitate interesting Facebook content that has increased on-air listener rating by 20%
* Produce a successful Instagram contest increasing followers by 1,000 people

**Alma College** (Alma, Michigan)

*Student Employee - Communication Department* September 2018 – January 2019

* Addressed student issues with admissions processes through all forms of communication
* Processed student letters, files; developed an organizational system for office processes
* Created and updated appealing bulletin boards, campus postings, and department publications as directed
* Collaborated with supervisor on Sims’ Public Speaking Competition event set up

**Employment Experience**

**Jackson National Life Insurance of Michigan** (Okemos, Michigan)

*Seasonal Strategic Support Associate* October 2016 – May 2017

* Processed data feeds through broker management department, input data entry for all operations departments of Jackson National Life
* Led $2 million Monitor Refresh Project during Summer 2014 removing old monitors from associate work areas and installing new monitors with arms to 500+ cubicles
* Recognized for frequently going above and beyond in the provision of customer service

**Campus Involvement**

**Track and Field** (Alma, Michigan)

*Collegiate Athlete* September 2018 – Present

* Compete as a Varsity athlete on the Alma College Men’s Indoor and Outdoor Track and Field Team
* Represent Alma College Student Athletes as an Executive Committee Member of the Student Athletic Advisory Committee and coordinate student service events

**Service and Volunteerism**

**Knights of Columbus** (St. Johns, Michigan) September 2016 – Present

* Volunteer for community activities such as free throw contest coordination, tootsie roll drives, and fish fries