

# BECKY CELESKI

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## EDUCATION WESTERN MICHIGAN UNIVERSITY HAWORTH COLLEGE OF BUSINESS BACHELOR OF BUSINESS ADMINISTRATION GRADUATED APRIL 2020 // KALAMAZOO, MI

- Advertising and Promotion Major
- General Business Minor
- Dean's List each semester
- Phi Kappa Phi Honor Society
- 3.9 GPA
- AdClub member
- Managed WMU President's social media
- Beta Gamma Sigma Business Honor Society

## KALAMAZOO VALLEY COMMUNITY COLLEGE DEGREES EARNED IN 2009, 2010 & 2015 // KALAMAZOO, MI

- Three Associate in Applied Science degrees in Graphic Design, Web Design, and Administrative Assisting
- Earned 3.9 GPA overall and participated in Phi Theta Kappa Honor Society

## PROFESSIONAL DEVELOPMENT

### CONSUMERS CREDIT UNION

MORTGAGE LOAN CLOSER // SEPTEMBER 2016 – PRESENT  
INBOUND CALL CENTER AGENT // SEPTEMBER 2013 – SEPTEMBER 2016 // KALAMAZOO, MI

- Responsible for providing accurate and detailed closing documents within high-pressure deadlines
- Helped department exceed revenue goal by 27% in 2018
- Contributed to 41% increase in revenue from 2018 to 2019
- Achieved 102% of KPIs in 2014 as Inbound Call Center Agent
- Completed all leadership courses leading to successful training of over ten new hires in 2015 and 2016

### NSAC AAF CASE COMPETITION

PRODUCTION ASSOCIATE  
JANUARY 2020 – APRIL 2020 // KALAMAZOO, MI

- Developing a fully integrated IMC for national client
- Designing and producing digital advertising elements
- Creating overall graphic design for Plans Book utilizing Photoshop, Illustrator, and InDesign
- Collaborating with team to produce pitch deck for national competition

### SAGE TERRACE APARTMENTS

LEASING MANAGER  
MAY 2011 – SEPTEMBER 2013 // KALAMAZOO, MI

- Utilized sales skills to convert interested parties into residents
- Achieved and maintained 93% occupancy rate by leveraging communication and marketing abilities
- Accurately managed and organized lease documents and maintenance requests

### GOLF CART ADS USA INTERNSHIP

HEAD DESIGNER  
JANUARY 2009 – NOVEMBER 2009 // KALAMAZOO, MI

- Created advertisements, logos, brochures, and vinyl wrap graphics to engage target audience
- Maintained professionalism and organization in communicating with account executives and clients

### DARDEN RESTAURANTS

SERVER AND HOSTESS  
AUGUST 2003 – APRIL 2011 // WESTLAND, PORTAGE & FORT GRATIOT, MI

- Excelled in multitasking, upselling, and working well under pressure
- Earned "P.A.C.E. Award" for achieving KPIs
- Provided outstanding customer service resulting in "100% Guest Delight" award
- Contributed to earning "Diamond Club" for Portage achieving top financial performance in 2009

## VOLUNTEER EXPERIENCE

- Meals on Wheels
- West Michigan Congenital Heart Walk
- American Cancer Society Relay for Life
- Big Brother Big Sister Bowl for Kids' Sake
- Walk to End Alzheimer's
- Consumer Credit Union Realty Fair
- Make-A-Wish Wish-A-Mile

## SKILLS

- Advanced skills in Adobe Creative Suite and Microsoft Office
- Some experience with Google Analytics, SEO (keyword research, on-page SEO, and YouTube SEO)
- Self-motivated, dependable, quick learner, multitasker, flexible, honest, professional, and positive