

# Allison Ornelas

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## Objective

A self-motivated undergraduate student pursuing a degree in strategic communication and organizational communication. Seeking a practical internship to provide support to company projects and programs while gaining professional experience in the field.

## Relevant Experience

Sigma Kappa Sorority  
Edmond, OK

**President** January 2021-Present

- Direct all chapter operations in an organization of 71 members
- Supervise and delegate responsibilities to 10 executive council officers
- Serve as a spokeswoman to university staff, alumnae and sorority officers

Sigma Kappa Sorority  
Edmond, OK

**Vice President of Standards And Values** Fall 2019- Fall 2020

- Encouraged members to uphold the chapter Code of Conduct
- Mediated meetings regarding conflict within the chapter
- Achieved membership development for all members
- Managed a council of women who are purpose driven and attend standards meetings
- Created well-planned vision, mission and values and strategic goals for the organization

Big Event

Edmond, OK

**Greek Involvement Chair** Spring 2020 Present

- Held the largest day of service for students, faculty, and staff of the institution
- Educate Greek organizations what Big Event is
- Motivate, recruit, and prepare students for volunteering

Big Event

Edmond, OK

**Public Relations- Executive Council** Fall 2019-Spring 2020

- Published content to post on social media platforms
- Contributed successful publicly to enhance the heart of Big Event
- Formulated interactive communication on socials for the student body

## Additional Experience

University of Central Oklahoma

Edmond, OK

December 2018-Present

**Student Employee- Campus Card Services**

- Support Customer needs, handling both in-person and telephone requests for assistance
- Maintain professional operations by keeping work areas detailed and organized
- Gather information needed for various projects, compiling and organizing data for easy use

## Education

**Bachelor of Arts, Strategic Communication and Organizational Communication**

GPA: 3.76

May 2022

University of Central Oklahoma

Edmond, Oklahoma