

# Adrienne Mahan

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Online resume: <http://adriennemahan.wordpress.com>

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## Education

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| 2007-2010 | <b>College of Arts and Sciences<br/>Eastern Michigan University</b><br><i>Bachelor of Science in Journalism and English Writing, April 2010</i> | <b>Ypsilanti, MI</b>        |
| 2006-2007 | <b>Oakland Community College</b>  | <b>Farmington Hills, MI</b> |
| 2002-2006 | <b>Bryant High School</b><br><i>High School Diploma, May 2006</i>   | <b>Bryant, AR</b>           |
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## Experience

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|-------------------|---|----------------------|
| July 2010-Present | <b>The Beal Group</b>   | <b>Ann Arbor, MI</b> |
|                   | <ul style="list-style-type: none"><li>• Front Desk Manager<ul style="list-style-type: none"><li>▪ Answer and direct calls for three respective companies within the same office</li><li>▪ Prepare outgoing mail</li><li>▪ Open, date stamp and sort incoming mail</li><li>▪ Respond to email inquiries for Beal Properties</li><li>▪ Assist tenants with various issues via phone and in-office visits</li><li>▪ Collect rental payments</li><li>▪ Maintain schedule for property manager</li><li>▪ Draft new tenant leases</li><li>▪ Prepare move-in packets</li></ul></li><li>• Marketing Associate<ul style="list-style-type: none"><li>▪ Create and publish apartment ads for Craigslist</li><li>▪ Create half-page and full-page advertisements for print</li><li>▪ Manage apartment listings on website (<a href="http://www.GoBeal.com">www.GoBeal.com</a>)</li><li>▪ Manage online marketing tools (Facebook, Rentlinx.com, ArborWeb.com, etc.)</li><li>▪ Attend local marketing events on behalf of Beal Properties</li><li>▪ Design and order promotional products for marketing events</li></ul></li></ul> |                      |
| Aug-Dec 2006      | <b>Delia's</b>  | <b>Novi, MI</b>      |
|                   | <ul style="list-style-type: none"><li>• Fashion Representative<ul style="list-style-type: none"><li>▪ Assist customers with fitting rooms</li><li>▪ Assist customers with finding products</li><li>▪ Cashier</li><li>▪ Maintain well-stocked jean and t-shirt walls</li><li>▪ Maintain well-stocked table displays</li><li>▪ Inventory clothes in stock room</li></ul></li></ul>  |                      |

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## Skills

- Adobe CS4 : Bridge, InDesign, Photoshop
- Microsoft Office : Word, Excel, PowerPoint, Outlook
- Basic HTML
- Digital and film photography
- Digital video recording
- Social media

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## Activities

July 2010      **Ann Arbor Art Fairs**      **Ann Arbor, MI**

- Volunteer at info booth and sit-in at artists' tents

January 2010      **33<sup>rd</sup> Annual Ann Arbor Folk Festival**      **Ann Arbor, MI**

- Volunteer usher in balcony level seating (first day)
- Volunteer usher in main level seating (second day)

July 2009      **Saline Celtic Festival**      **Saline, MI**

- Volunteer in the main music tent

April 2009      **Arkansas Earth Day Festival**      **Little Rock, AR**

- Volunteer stagehand for local musician performances
- Volunteer for children's arts and crafts

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## Achievements

Jan-April 2010      **Dean's List**      **Ypsilanti, MI**

Sept-Dec 2009

April-June 2009

Sept-Dec 2008

Sept-Dec 2007

Sept 2006-May 2007      **Phi Theta Kappa Honor Society**      **Farmington Hills, MI**

- Active member

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## References

*Available upon request.*