

# Ravyn Hohneke

Provo, Utah, United States



[hohnekeravyn@gmail.com](mailto:hohnekeravyn@gmail.com)



[linkedin.com/in/ravynhohneke](https://www.linkedin.com/in/ravynhohneke)

## Summary

- Nearly 3 years of secretarial experience with various companies; 5 years of experience researching, writing, and editing.
- Type 70 WPM; Experienced in Microsoft Office & Adobe.
- Certified Spanish speaker through the ACTFL. Can present certification upon request.
- Led projects collecting and disseminating data on enrollment, applications to the College, and notable projects of professors over a period of 15 years.
- Created a presentation which has been presented to the media, academics, and community leaders encouraging the growth of a non-profit organization (State Debate Coalition).

## Experience



### Research And Teaching Assistant

Brigham Young University

Oct 2020 - Present (2 months +)

- Manage documentation and grading of 30+ students.
- Draft and send out emails.
- Conduct research which will be used in the writing of a book about folklore among a folk group specific to Utah.



### Communications Secretary

Brigham Young University School of Communications

Aug 2018 - Nov 2020 (2 years 4 months)

- Design and write weekly newsletter, disperse newsletters and other correspondence throughout the college.
- Drove problem-solving by understanding policies and procedures completely and communicating such procedures effectively to students, faculty, and staff.
- Act in leadership capacity by training new secretaries and ensuring that their actions were in line with the School's policies.
- Work as time manager.



### Undergraduate Research Assistant

State Debate Coalition

Jan 2020 - Aug 2020 (8 months)

- Writing scripts presented to community leaders, academics, politicians, and media personnel.
- Built PowerPoint presentations shown in such meetings.
- Contact venues, speakers, and visitors to coordinate presentations.
- Write persuasive grant proposals.



### Teaching Assistant

## Brigham Young University

Jan 2020 - May 2020 (5 months)

- Communicate best writing practices to students and edit their work.
- Effectively communicate criticism and suggestions for improved writing.
- Led review sessions to help students master course material and improve their exam performance, often leading to students improving their exam performance by 10%.



## Temporary Office Assistant

GEICO

Jun 2019 - Sep 2019 (4 months)

- Call prospective clients, connect clients with insurance associates.
- Follow-up with 100+ prospective clients daily.
- Use salesforce to manage calls and follow-up procedures.
- Teamwork between myself and the insurance agents to contact possible leads and educate them on insurance policies.

## Education



### Brigham Young University

Bachelor of Arts - BA, American/United States Studies/Civilization

2015 - 2020

## Licenses & Certifications



### Writing Proficiency Test - ACTFL

Issued Oct 2020 - Expires Oct 2022

4028530-A0B3EC



### Oral Proficiency Interview - ACTFL

Issued Oct 2020 - Expires Oct 2022

4030266-7AE4D7

## Skills

Customer Service • Microsoft Office • Microsoft Excel • Writing • Research • Relocation • Analytical Skills • Event Planning • Microsoft Word • Microsoft PowerPoint