



John Joseph Horan

Professional Summary

Enthusiastic Communication and Media Undergraduate Student eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

Work History

St. Norbert College - Center for Global Engagement Assistant

De Pere, WI

02/2022 - Current

- Use increased planning to break down problems, evaluate solutions and clear up space for employers.
- Use programs like Canvas, Excel, and Adobe Premiere to create content for International Exchange Students.
- Tutor English as a Second Language to international students
- Help manage correspondence between school and furniture company for order valued around \$2,400 dollars.

Hayes Beer Distributing Company - Summer Internship

Alsip, IL

06/2021 - 08/2021

Hayes Beer Distributing is the largest beer distributor in the state of Illinois and one of the largest Miller Brewing Company distributors in the country.

- Alternated goods in inventory to keep shelves organized and properly stocked.
- Updated daily logs with regular shift activities and incident details and contacted shift supervisor regarding concerns to reach quick resolutions.
- Fostered relationships with dozens of drivers and developed unique systems for each to maximize efficiency and employee satisfaction.

Gerrard Norris Associates - Brick Laborer

Oak Lawn, IL

05/2019 - 08/2019

- Transported materials valued at \$2000-5000 dollars per load to work area, prepared workspace, and mixed mortar to lay bricks, stones, and concrete sidewalk while operating equipment valued at \$30,000 dollars.

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Skills

- Developing content (press releases, blog, and video)
- Collaboration and consolidation experience
- Microsoft Office proficiency

Education

Expected in 05/2022

Saint Norbert College

De Pere, WI

Bachelor of Arts: Communications and Media Studies + English

- Elected: Emerging Leaders Program
- Study Abroad: Mary Immaculate College, Limerick Ireland
- Member of Kappa Sigma Fraternity

Community Service

Member of Make a Wish Foundation

Participated in TRIPS Service Program

Year-long Kappa Sigma highway cleanup program

YMCA Camp Service Retreat

