Willie Warhawk

warhawkw@uww.edu 555-555-5555 Whitewater, WI

Education

University of Wisconsin-Whitewater Bachelor of Arts *Major*: Communication *Emphasis:* Corporate and Health Communication *Certificate:* Digital Communication Whitewater, WI Anticipated Graduation: May 2026

Work Experience

Generac Internal Communications Intern Waukesha, WI

September 2025 - present

- Provide support to the internal communications coordinator through streamlining the employee communication system
- Organize and schedule meetings between various company stakeholders regarding long-term employee communication projects
- Create monthly video content that is distributed monthly to employees regarding company updates and events

UW-Whitewater University Housing *Housing Facilities Assistant*

Whitewater, WI August 2023 - present

- Ensure clear and consistent communication with housing directors regarding when repairs will occur to avoid inconveniencing residents
- Arrive promptly to assist with setup and take down of rooms for events
- Maintain general cleanliness of assigned areas by performing custodial duties promptly yet thoroughly

Leadership & Involvement

Sustainability Club President February 2023 - present March 2024 - present

- Lead a team of 16 members in planning and executing sustainability initiatives, including campus-wide recycling drives, educational workshops, and Earth Day events, increasing student engagement by 5%.
- Collaborate with university administration and local organizations to advocate for greener campus policies, resulting in reducing single-use plastics.
- Manage budget, event logistics, and communications, ensuring efficient use of resources while promoting environmental awareness through social media, newsletters, and outreach campaigns.

Active Minds Badminton Club November 2023 - present September 2023 - May 2024