

# Arleny Popoteur

I pay attention to detail with the appreciation of the big picture.  
I deserve to lend my skill set to a position in public relations and/ or event planning.

## About Me

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## Education

Southern Adventist University, Collegedale, Tenn. B.S. Public Relations  
*Anticipated December 2013*

## Experience

**Layout Designer - The Southern Accent**  
Collegedale, TN. - Fall- Winter 2012

I put together the layout of a couple pages in the school newspaper The Southern Accent.

**Latin American Club President - Southern Adventist University**  
Collegedale, TN.

I have led out a team of ten people to represent the Latin American students of Southern Adventist University. Before becoming president I was the Social Vice President where I organized the annual event Latin Night. Also as the public relations officer I kept the communication between the officers and the students.

**Recruitment Ambassador - Southern Adventist University**  
Collegedale, TN.

During my time volunteering with the Recruitment team at Southern Adventist University I would connect with future students. Answer questions and show them a bit of Southern lifestyle.

**Southern Campaign for United Way - Southern Adventist University -**  
Collegedale, TN.

As a class group project my partner and I were given the opportunity to work with Southern president's assistant in the United Way Southern Adventist campaign. We helped the leader with the different projects he had to promote United Way on campus.

**Cub Program Director - Camp Kulaqua**  
High Springs, FL. - Summer 2011

Put together a program filled with activities and skits for the children between the ages of 7-9.

**Caller - Southern Connection Call Center**  
Collegedale, TN. - Fall 2009- Winter 2010

Reaching Southern Adventist University alumni, informing them of new projects and how they can help by donating to the school.

## Skills

Bilingual; Organization and Communication Skills; Detail Oriented; Deadline-driven; Creative; Task Oriented; Familiar in Social Media; Experience with Microsoft word, PowerPoint, Adobe InDesign and Photoshop; Familiar with AP Style