

# KIM DUBOND

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*Current Address:*  
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*Permanent Address:*  
145 Golden Lane  
Carmel, IN 46032  
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**OBJECTIVE** Obtain a position in public relations that will utilize communication and project management skills.

**EDUCATION** **MILLIGAN COLLEGE**, Milligan College, TN  
Bachelor of Arts, Psychology, May 2008  
GPA: 3.79/4.0 Dean's List: two semesters

**BEST SEMESTER'S AMERICAN STUDIES PROGRAM**, Washington, D.C.  
Study Abroad, Fall 2007

**HONORS** Milligan College Scholar Honors Scholarship

**EXPERIENCE**  
*Public Relations*

**OFFICE OF ALUMNI RELATIONS**, Milligan College, TN  
*Student Assistant* Summer 2006 – Present

- Gain exposure to the communications and programming necessary to maintain strong relations with over 70,000 alumni.
- Provide organizational purpose and needs at student meetings.

**COALITION FOR KIDS**, Elizabethton, TN  
*Executive Assistant* Fall 2004

- Created and produced flyers and ads for Tri-Cities publicity.
- Presented organizational purpose and needs at local churches and schools.

**HALL COUNCIL**, Milligan College  
*Volunteer for Resident Hall Association*

- Raised funds to better RHA events on campus
- Increased involvement of residential students in RHA activities.

*Project Management*

**DOE RIVER GORGE**, Elizabethton, TN  
*Camp Counselor* Summer 2005

- Planned out and coordinated weekly and daily activities for 20 third graders

*Customer Service*

**P.H. WELSHIMER LIBRARY**, Milligan College, TN  
*Circulation Clerk* Fall 2005

**SKILLS**

*Computer:* HTML, PowerPoint, Word, Access, Excel  
*Language:* Proficient in **Spanish**

**ACTIVITIES**

Women in Business  
Intramural Sports (soccer, basketball)

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