**Willie Warhawk**

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555-555-5555

Whitewater, WI **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education**

University of Wisconsin-Whitewater Whitewater, WI

Bachelor of Arts Anticipated Graduation: May 2026

*Major:* Communication

*Emphasis:* Corporate and Health Communication

*Certificate:* Digital Communication

**Work Experience**

Generac Waukesha, WI

*Internal Communications Intern* 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 Whitewater, WI

*Housing Facilities Assistant* 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 February 2023 – present

*President* 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 November 2023 - present

Badminton Club September 2023 - May 2024