

Kyla Mae S. Corbe

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EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI May 2019
Bachelor of Science in Business Administration **GPA, Major GPA:**
Major: **Marketing**

UNIVERSITY OF ANTWERP, Antwerp, BELGIUM Summer 2018

- Studied European business practices and European Union strategy through lectures and company visits

Computer Skills: SerengetiLaw (law matters and cases management software)

Language Skills: Proficient in Tagalog

EXPERIENCE

Graphic Design Intern September 2018 – Present
707 HUB OFFICE OF RESEARCH AND INNOVATION, Milwaukee, WI

- Create and design promotional and collateral materials for events, workshops, programming, and more; work closely with 707 Hub Associate Directors and other interns to develop materials for the 707 Hub brand; collaborate with 707 Hub student innovators and provide logos or branding recommendations as needed

Student Intern August 2012 – May 2015
DISCOVER FINANCIAL SERVICES, Riverwoods, IL

- Reviewed and replied to audits; cross-checked contracts and approvals; worked closely with the Law and Marketing departments on legal matters; checked approvals for print, online, and commercial advertisements; filed advertisement approvals and contracts in and organized and timely matter; executed all expired files and renewed old, open files for audit - Matter Clean-Up

Student Intern August 2011 – June 2012
JJ HENDERSON & SONS GENERAL CONTRACTING, Gurnee, IL

- Processed data for current and new employees; answered phone calls, filed and copied contracts and project orders; collected and distributed company mail; headed the organization of work spaces; filed contracts for various work sites and projects

ACTIVITIES

Vice President May 2018 – Present
DELTA XI PHI MULTICULTURAL SORORITY, INC.

- Assist the Chapter President with the following duties: update Chapter on community service opportunities, act as liaison between internal committee chairs and Executive Board by providing updates and progress related to internal programming, schedule and plan study nights for each semester, submit Chapter community service and study hours reports

Associate Member Educator

DELTA XI PHI MULTICULTURAL SORORITY, INC. January 2018 – Present

- Head recruitment committee and the Associate Member process which includes induction, initiation, interviews, and planning, organizing, and executing all events related

Social Media Chair

DELTA XI PHI MULTICULTURAL SORORITY, INC. May 2016 – Present

- Create advertisements and photograph members and events and update all information to each respective social media platform

VOLUNTEER EXPERIENCE**Marketing & Communications Intern**

CRISTO REY JESUIT HIGH SCHOOL, Milwaukee, WI September 2018 – Present

- Create social media posts, marketing materials, update website donor contact information in donor database, and support special events

HONORS

Schuler Scholar Award / Schuler Scholar Program August 2015 – May 2018, Present -

- Awarded for attending a selective, private college or university

MU Père Award / MU Père Marquette Scholarship August 2015 – May 2016

- Awarded for admittance into Marquette University

Willet/Glenwood Scholarship August 2015 – May 2016