

Kaitlin N. Eklund
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EDUCATION

American University, Kogod School of Business
Business Administration
Specialization: International Business/ Marketing

Washington, DC
May 2016

Santa Margarita Catholic High School
High School Diploma
June 2012
G.P.A: 3.8

Rancho Santa Margarita, CA

- Participated in Santa Margarita's Track and Field team for four years and learned self-discipline as well as the importance of working as a team.
- Activities at Santa Margarita included Track and Field member, Campus Ministry Fellowship, and Choir.

LEADERSHIP EXPERIENCE

Campus Ministry Department
Student Leader

Rancho Santa Margarita, CA
August 2011-June 2012

- Before a Mass Campus Ministry would memorize and organize skits which emphasized the main point of a Scripture passage in an educational and entertaining way, and decorated posters that reinforced the theme of the Scripture.
- Developed public speaking skills by reading Scripture passages and Prayers of the Faithful in front of the entire student body.
- Organized Faith Friday activities that focus on community bonding around campus to advance the spiritual environment at Santa Margarita
- Coordinated spiritual events after school twice a month which involved various members of the faculty speaking about their spiritual experience to students.
- Interviewed guest speakers before events and introduced the speaker at the event. Organizing the guest speakers improved my speaking skills and my interviewing skills.

ACTIVITIES AND COMMUNITY SERVICE

Loaves and Fishes
Event organizer and service volunteer

Santa Ana, CA
Winter 2009- May 2012

- Organized a thanksgiving bean and rice food drive and distributed the collected beans and rice to over 100 families in need in Santa Ana, CA.
- Oversaw the arts and crafts table at Loaves and Fishes for the children of the families receiving food donations while their parents waiting for their groceries.

Invisible Children Club
Member

Rancho Santa Margarita, CA
August 2011-June 2012

- Gained experience in different methods of fundraising in which all the profits went to the organization, the most successful fundraiser was a bake sale.
- Brought leaders within Invisible Children to campus to increase awareness.

SKILLS

- Proficient in Microsoft, Word, Powerpoint, and Excel.
- Basic knowledge of the Spanish Language.