

Rebecca Monson

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672 N 500 W #303 Provo, UT 84601

Education

- Aug 05-Aug 08 **Brigham Young University, B.S. Degree** **Provo, Utah**
- Major: Recreational Management and Youth Leadership
Emphasis: Leisure Services

Experience

- April 08-Aug 08 **Pleasant Grove City Recreation, Program Coordinator** **Pleasant Grove, Utah**
- Oversee operational procedures of recreation department
 - Organize leagues, clinics, camps and competitions for community
 - Direct and supervise youth and adult sport programs, review/complete program city budgets
 - Monitor staff and league personnel, resolve issues in a timely manner
- Aug 07-April 08 **Brigham Young University Intramural Activities, Activities Supervisor** **Provo, Utah**
- Facilitate all intramural activities, confirm eligibility of participants
 - Monitor sportsmanship, issue penalty cards
 - Complete supervisor, accident, and incident reports
 - Set up and clean up of all fields and equipment
- Dec 06-June 07 **Center for Entrepreneurship-Marriott Business School, Student Assistant** **Provo, Utah**
- Student Liaison for the Business Plan Competition
 - Assistant to the Program Director
 - Organize and help plan fall/spring founder conferences
- Aug 01-Aug 06 **Re/Max Equity Group Inc., Administrative Assistant** **Portland, Oregon**
- Assisted brokers and branch managers
 - Reviewed real estate contracts before completion
 - Handled escrow checks and transfers
 - Answered phones, filed faxes, created real estate listing/sale packets
- Jun 06-Aug 06 **Especially For Youth, Counselor** **Forest Grove, Oregon
Tacoma, Washington**
- Lead group of sixteen to forty youth in week long seminar
 - Prepared lessons and taught classes
 - Responsible for monitoring youth's safety for three weeks

Volunteer Experience

- February 2007 **Hillcrest Elementary School, After School Program Assistant** **Provo, Utah**
- Planned and organized grade K-6 after school programs.
- January 2007 **Utah State Hospital, Activity Coordinator** **Provo, Utah**
- Planned activities for the adolescent psyche ward
- August 2005 **Bradley Public Relations, Halestorm Entertainment Public Relations Representative** **Provo, Utah**
- Built and implemented strategic public relations campaigns including market and customer research desktop publishing, publicity (newsletters, brochures, fliers), news releases, feature story and radio spots, press kit building, special events planning and management, fundraising and campaign planning.

Accomplishments

- October 2006 **Trained as a Youth Mediator** **Provo, Utah**
- November 2007 **Published in Journal of Recreation and Leisure**
"Adolescents and Recreation"

Personal

- Interests: Enjoy reading, writing, teaching, sports and outdoor activities
- Competent computer skills, proficient in MS Office, Word, Excel and Sportsman, CPR/First Aid Certified