

DESHAUN M. TATE

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PROFILE

Committed to using communication skills to foster understanding, build trust, share ideas, and solve problems. Experience in crafting communications for diverse audiences across social media channels and creating engaging PowerPoint presentations and newsletters. Pursuing a BS in Communications.

TECHNOLOGY

Microsoft Office: Word, Excel, PowerPoint, Outlook

Social Media: LinkedIn, Facebook, Twitter, Instagram

Blog & Newsletter: WordPress, Mailchimp

Website Development: Squarespace

Survey Platforms: Survey Monkey, Microsoft Forms

Communications and webinar platform: Zoom, Teams

EDUCATION

Bachelor of Science in Communications

Walden University | Minneapolis, MN

Expected: Aug 2024

Associate of Arts in Liberal Arts

St. Paul Community and Technical College | St. Paul, MN

2020

SELECT COURSEWORK COMPLETED

Dynamics of Group Communication

Fundamentals of Public Speaking

Applied Interpersonal Communication

Digital Storytelling

Organizational Communications

Intercultural Communications

PROFESSIONAL EXPERIENCE

Communications Assistant

United for a Better Community | St. Paul, MN

Aug 2021 - Present

United for a Better Community is a nonprofit organization that promotes collaboration across multiple local human services nonprofits and government agencies to leverage resources and strengthen communities.

- Cultivate relationships with over 50 diverse partner organizations to effectively understand issues and challenges in the delivery of local human services and promote collaboration and coordination between organizations and raise awareness of gaps in services.
- Craft communications for distribution through email, social media, and newsletters.
- Create agendas and PowerPoint presentations for quarterly Zoom meetings with partner organizations.
- Implemented a monthly announcement about state, federal, and foundation grant opportunities resulting in a 30% increase in grant funding for partner organizations within one year.
- Collaborated with four team members to write the 2022 annual report on the results of advocacy initiatives for increased funding of human services.
- Compile results of quarterly surveys to track each partner organization's goals and services.
- Edit communications and reports composed by team members.
- Contribute ideas for monthly updates to the website to ensure clarity and enhance organizational brand.

Administrative Assistant
Children's House | St. Paul, MN

May 2017 - Mar 2020

Children's House is a nonprofit organization that provides educational childcare on a sliding fee scale for children 2 to 5 years of age.

- Managed calendar for executive director and two associate directors.
- Scheduled parent-child meetings and in-service training for 12 staff members and family events.
- Communicated with vendors regarding order and delivery of educational supplies, snacks, and lunches and processed invoices.
- Maintained accurate records and protected confidential information regarding children and families.
- Initiated a weekly newsletter to inform families of weekly learning activities and upcoming opportunities for volunteering resulting in an increase in parent and guardian volunteerism.
- Warmly welcomed visitors and responded to email and phone call inquiries.

Retail Sales Associate, Gift Shop
Global Marketplace | St. Paul, MN

Nov 2015 - Apr 2017

Global Marketplace sells fair trade items from around the world.

- Provided prompt and courteous service to customers.
- Researched background of merchandise to share interesting information about items with customers.
- Created and maintained pleasing visual displays of merchandise.

INTERNSHIP EXPERIENCE

Intern, Community Programs
Minnesota International Center | Minneapolis, MN

Sep 2019 - Dec 2019

- Prepared email correspondence and created social media posts to share information about programs, new initiatives, and upcoming events.

MEMBERSHIPS & AFFILIATIONS

Member
Toastmasters International

Feb 2023 - Present

Member
National Communication Association

Jun 2022 - Present