

REBEKAH LEATHERS

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2864 EAST LOMBARD STREET, SPRINGFIELD, MO 65802

EDUCATION

M.ED. IN HIGHER EDUCATION STUDENT AFFAIRS LEADERSHIP

Abilene Christian University | 2020-2022

B.A. ENGLISH

Evangel University | 2016-2020

Relevant Coursework: Hospitality and Event Planning

TOP FIVE STRENGTHS

- EMPATHY
- DEVELOPER
- COMMUNICATION
- RESTORATIVE
- STRATEGIC

WORK EXPERIENCE

GLOBAL EVENTS & EXPERIENCES SPECIALIST

2022- CURRENT

ENACTUS

Manages event operations, including facilities, logistics, audio visual, food and beverage, visa assistance, and relationships from conception to onsite management of annual Enactus World Cup. Communicates and advises across multiple internal and external teams within all levels and disciplines, including cross-cultural relations globally. Participates in strategic planning, trouble shooting, and programming development. Maintains project management across multiple timelines for event.

EVENT MANAGEMENT COORDINATOR

2020 - 2022

EVANGEL UNIVERSITY

Oversaw scheduling, coordination, and execution of all university events. Connected with executive administration, department directors, student activities, and external partners to coordinate on-campus events, meetings, camps, and conferences. Coordinated all event needs with service departments for production, catering, facilities, safety, and logistics. Daily experience with contract writing and Event Management System (EMS) software.

DONOR RELATIONS & OFFICE COORDINATOR

MAY 2020 - AUG. 2020

AFRICA'S HOPE

Assisted in coordination and planning of donor outreach events. Worked with marketing department to copy-write and edit materials. Oversaw day-to-day office operations like answering the phone, stocking office supplies, and organizing office events.

EXECUTIVE DIRECTOR & CAMPUS EVENTS COORDINATOR

2018 - 2020

ACTIVITIES BOARD | EVANGEL UNIVERSITY

Developed and cast vision for the organization and executive members. Oversaw budgets, projects, events, and meetings. Analyzed student body engagement and adjusted to their needs. Conferred with student leaders to develop their leadership and coordinate campus events. Communicated with departments to obtain event needs. Representative of the student body for university administration.

ADMINISTRATIVE ASSISTANT

2019 - 2020

CONFERENCE SERVICES | EVANGEL UNIVERSITY

Assisted the director of the department. Answered phone calls and emails while directing them to the appropriate party. Worked with the university event coordinator on summer camps and conferences. Coordinated camp details with external clients and assisted on campus when needed. Reserved meeting rooms for departments.