

Hope Hoffmeister

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Education

University of California, Santa Barbara (UCSB)

Goleta, CA

Bachelor of Arts (B.A.)

June 2024

- Minor in Professional Multimedia Writing
- GPA : 3.89
- Awards: Deans Honors

Skills

- Experience with Google programs, Microsoft programs, Canva, Instagram, Youtube, Facebook, and Tiktok.
- Knowledgeable in Magazine writing and Multimedia writing
- Interests in Art, Hiking, Jiu Jitsu, Reading, and Traveling
- Active member of Excursion club on campus

Employment History

Office Assistant, University of California Santa Barbara, Goleta, CA

October 2023-June 2024

- Work for Associated Students department(student run governmental organization).
- Great communication skills by answering and directing phone calls.
- Operate front desk and incoming traffic and directed students when needed.

Marketing Intern, Anderson Aquatics, Santa Barbara, CA

January 2024-April 2024

- Assist with developing digital and print advertising campaigns to ensure the growth of this small business.
- Contribute to weekly blog and social media planning.
- Help create new marketing strategy for a target group and implement it.
- Create print materials for distribution to physicians, physical therapy clinics, and other health care professionals, as well as the general public.

PR and Communications Intern, Olami, Remote

September 2023-January 2024

- Collaborate with a cohort of other interns from Universities around the country by meeting twice weekly in a small group and a larger group.
- Collaborate to ideate, develop, and strategically promote mixed-media content following a pre-scheduled content calendar. Specifically through instagram, tiktok posts and reels.
- Boost awareness of Olami brand, values, and offerings. Combat antisemitism through awareness and ideas.

Personal Assistant, Event Mark, Clayton, CA

August 2023-September 2023

- Engaged with day to day tasks
- Filed and sorted paperwork for tax information
- Handled outbound phone calls and emails
- Helped assist with wedding planning such as scheduling valet, ordering supplies, helping with invites, etc.

Event Staff, University of California, Santa Barbara, Goleta, CA

September 2022-January 2023

- Maintained a professional appearance and served at high-profile events with admin and occasionally the Chancellor.
- Set up and broke down events in 1-5 hours increments on and off campus, steady time management.
- Took initiative to find extra tasks when scheduled duties were completed.

Sales Associate, Leonidas, Walnut Creek, CA

March 2021-September 2022

- Built loyal clientele through friendly interactions and consistent appreciations.
- Encouraged customers to follow social media pages and website.
- Sold 70+ variety of Belgian chocolates and espresso drinks to customers as well as packed and shipped orders through store website.
- Collaborated in a small team environment and communicated clearly about decisions in person and remotely.

Server, Skipolinis' Pizza, Clayton, CA

March 2019-September 2022

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Operated as a large team and collaborated with co-workers as well as trained over 7 employees.
- Resolved 70% of customer complaints through phone call and in person.
- Assisted management with inventory control and stock ordering.