

Rebecca Ruhnke

Pingree Grove, IL
(630) 360-0885 | <https://www.beccasbinder.com/>
ruhnke.rebecca@gmail.com

Writer with an education in persuasive, informative, and creative writing, including an interest in grant writing. 4+ years of experience working in institutional, nonprofit organizations. Proven success in event planning, written communication, and increasing donor relations.

EDUCATION

BRADLEY UNIVERSITY

Bachelor of Science in English
Minor in Women & Gender Studies

Peoria, IL
May 2024

ELGIN COMMUNITY COLLEGE

Associate of Arts in English

Elgin, IL
May 2022

PROFESSIONAL EXPERIENCE

ELLA JOHNSON MEMORIAL PUBLIC LIBRARY DISTRICT

Library Services Clerk

Hampshire, IL
May 2025 - Present

- Deliver friendly, customer-focused patron services at the front desk; perform circulation tasks including check-in/check-out, issuing library cards, and fine processing using Sierra-PrairieCat.
- Provide reference assistance and readers' advisory, and support patrons with technology, research, and library databases.
- Shelf and organize materials using the Dewey Decimal System; support programming, maintain accurate records, and collaborate with staff to enhance library operations.

MIDWEST COMMUNICATIONS, INC.

Street Team Member - Event-driven

Peoria, IL
January 2024 - Present

- Represent and promote company radio stations through marketing strategies, brand ambassadorship, and exceptional customer service.
- Coordinate and support promotional events, handling logistics, transport, and setup of materials and equipment.

ELGIN COMMUNITY COLLEGE

Registration Specialist - Temporary

Elgin, IL
December 2024 – March 2025

- Assisted **50+** students daily at First Stop with registration, payment plans, transcript evaluations, and general inquiries.
- Aided the Registration Department by handling registrations, verifying residency, and administering placement tests, contributing to a **10%** reduction in processing time for new enrollments.
- Processed transcripts, managed Accounts Payable (AP) and the College Level Examination Program (CLEP), transferred credits, and conducted graduation evaluations for Admissions and Records.
- Proficient in the institution's Enterprise Resource Planning (ERP) systems, such as Colleague and Perceptive Content, performed data entry, generated reports, and scheduled tasks efficiently and effectively.

Administrative Assistant - Student Worker

April 2021 - May 2022

- Collaborated with the Foundation on donor relations and scholarship applications, maintained financial records related to scholarships, and increased scholarship funds by **15%**.
- Organized and supported significant fundraising events (e.g., Dare to Dream Gala and Purses with Purpose), focusing on event planning, reporting, and documentation.
- Applied photography skills for event documentation used in marketing and promotional materials.

Office Support - Temporary, Student Worker

February 2020 - March 2020

- Managed office duties such as maintaining records, entering data into systems, and performing administrative research.
- Provided front-desk assistance for the Visual & Performing Arts, Technical Theatre & Operations department, answering daily questions for dozens of visitors and resolving **95%** of inquiries on the spot.
- Supported the campus community by assisting in communication efforts like distributing notices for class cancellations and department events.

BRADLEY UNIVERSITY

Newsletter Writer Intern

Peoria, IL
January 2023 - June 2023

- Wrote, revised, and published newsletter articles for the Women & Gender Studies Program's inaugural newsletter.
- Focused on alumni stories, student achievements, and faculty spotlights, highlighting community engagement and accomplishments.
- Conducted interviews and research to support articles, sourcing **85%** of the material from firsthand insights.

Office Support - Student Worker

August 2022 - December 2022

- Assisted Continuing Education in hosting events, such as Osher Lifelong Learning Institute (OLLI) classes, managing event coordination, and logistical support.
- Developed and maintained office efficiency by handling administrative duties such as record-keeping, data entry, and research.
- Fostered positive relationships with coworkers and clients, provided customer service and office management, and resolved 90% of inquiries.

RELEVANT SKILLS

- Microsoft Office 365 (Excel, PowerPoint, Word, and Access) and Google Workspace (Docs, Slides, and Sheets).
- ERP, AP, and CLEP software and programs, such as *Colleague* by Ellucian, ImageNow, and Perceptive Content.
- Photography & Videography (Canon, Adobe Photoshop & Premiere Pro, Wondershare Filmora).

ACHIEVEMENTS, HONORS, & EXTRACURRICULARS

- Volunteer for Elgin Community College's English Department and *The Write Place* (e.g., *Coffee House*, *Spire*, *Reading Series*) | January 2025 - present.
- *Iota Iota Iota (Triota)*, *Zeta Eta Chapter*, *Women and Gender Studies Honor Society*, Bradley University | 2024.
- Published 3 poems in Bradley University's *Broadside Literary Magazine's Spring 2023 Issue XLII & Spring 2024*.
- Study Abroad Program, Bradley University – *Travel Writing Course*, Rome, Italy | May–June 2023.
- Bradley University Community Chorus | 2022 - 2024
- Certified CPR & First Aid | 2018 - 2019

ADDITIONAL EXPERIENCE

ANDY'S FROZEN CUSTARD

Elgin, IL

Machine Operator

May 2022 - August 2022

- Operated custard machines and prepared batches of custard mix, ensuring consistent product quality and adherence to safety standards.
- Disassembled, cleaned, and reassembled machinery and equipment, including the walk-in freezer, to maintain sanitary conditions and compliance with health regulations.
- Delivered excellent customer service by preparing cones and cups, maintaining a clean and welcoming viewing area, and supporting a positive guest experience.

LOVE'S GAS STATION - ARBY'S

Hampshire, IL

Cashier/Server

September 2019 - March 2020

- Provided exceptional customer service by taking orders, operating the cash register, assisting drive-thru operations, and promptly addressing guest needs.
- Maintained cleanliness and organization throughout the facility, including the lobby, kitchen, and back-of-house areas; responsible for dishwashing and material organization.
- Supported team efficiency by preparing baked goods, restocking supplies, and consistently assisting coworkers to ensure smooth daily operations.

CLEAR WATER POOLS

Elgin, IL

Lifeguard

May 2018 - August 2019

- Ensured patron safety through vigilant surveillance, rule enforcement, and quick emergency response, including performing a successful water rescue.
- Maintained cleanliness of pool area, locker rooms, and equipment to uphold health and safety standards.
- Provided first aid and customer support, creating a welcoming and secure environment for all guests.