

# Shawn T. Cleer

1954 Founders Drive † Conway, South Carolina † 29526 † (888) 333-9999 † stcleer@coastal.edu

## EDUCATION

**Coastal Carolina University** May 2023  
BA program in Communication

**Florida Southern Junior College** May 2020  
Associates of Arts **GPA: 3.6**

## RELEVANT EXPERIENCE

**Band of Brothers Prison Ministry** Columbia, SC  
Transportation Manager / Housing Manager 05/2011-Present

- Planning and supervising over 50 male residents from workplace to shopping for personal needs
- Set rents, administer collections, and develop policies to address and minimize arrears
- Communicate with wardens, caretakers, cleaners, and maintenance staff
- Develop and maintain a filing system and excel spreadsheets

**Coastal Carolina University**  
**New Student and Family Programs**

Team Leader Conway, SC  
09/2021-05/2023

- Train and mentor a group of 39 new orientation leaders
- Assist with orientation scheduling, registrations for over 10,000 participants
- Chairperson for five-person fundraising committee for orientation programs
- Coordinate advertising sales, fundraising events, and concession volunteers
- Manage orientation social media campaign: Twitter, Facebook, Instagram
- Create story content, video, hashtags, and images to introduce Orientation Leaders

**Coastal Carolina University**  
**New Student and Family Programs**

Orientation Leader Conway, SC  
01/2021-07/2021

- Lead discussion groups with new students on sensitive issues
- Assist in the preparation of orientation activities and materials
- Explain academic opportunities and procedures
- Acquaint new students with campus services and building locations
- Uphold and enforce all aspects of the University code of conduct

## SKILLS

- MS Word, Excel, PowerPoint
- Social Media Marketing: Hootsuite, Instagram, Twitter, Facebook
- Customer Service Excellence Training Certificate, Coastal Carolina