

MARQUETTE MILLAM

COMMUNICATIONS & MEDIA PROFESSIONAL

CONTACT

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- 📍 Milwaukee, WI

PROFILE SUMMARY

Creative communications professional with experience in writing, editing, graphic design, event coordination, and organizational communication. Skilled in producing engaging content, managing internal communications, and supporting publications and events. Brings a background in journalism, digital media, and brand storytelling with a commitment to strategic, community-focused communication.

EDUCATION

PACE UNIVERSITY

- Master of Science in Publishing
- Expected 2027*

UNIVERSITY OF NORTHERN IOWA

- Bachelor of Arts in Communication & Media
- Dec 2024*

PROFILE SUMMARY

Administrative Assistant II

University of Wisconsin–Stout • Feb 2025–Present

- Manage student data in Access Stout, Tableau, PeopleSoft, Stellar, and Workday with full FERPA compliance.
- Support six Program Directors with meeting logistics, technology setup, agendas, minutes, and event coordination.
- Assist with multiple funding streams to ensure smooth program operations.
- Collect, audit, and present data for 20+ courses each semester; create reports and visualizations for accreditation (ACBSP, ACCE).
- Collaborate with Program Associates to maintain accurate data for Directors, Department Chairs, and the Dean's Office.

Resident Assistant

University of Northern Iowa • Jan 2024–Dec 2024

- Served as a liaison for 80–90 residents, connecting students to academic and wellness resources.
- Fostered an inclusive community through conflict mediation, well-being support, and engagement initiatives.
- Coordinated programs, shared on-call responsibilities, and ensured residential safety.
- Designed and led social, educational, and recreational events to strengthen community connection.

Event Planning Assistant Intern

EventConnect • Jan 2024–Apr 2024

- Supported planning and execution of large-scale events.
- Managed vendor communication, scheduling, materials, and attendee support.

RELEVANT COURSEWORK & PROJECTS

Editorial Principles & Practices

- Flap copy, proposal evaluation, author communication.

Magazine Production & Design

- Branding, layout, production workflows, CMS tools.

Legal Aspects of Publishing

- IP, digital rights, contracts, torts, legal issues in publishing.

Denver Impact Campaign

- Co-led homelessness support campaign; 1,501 donations, bilingual resources, Denver Public Health partnership, fundraising + social media.

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SKILLS

Communication & Writing

- Content Writing
- Editing
- Storytelling
- Journalism
- Research
- Feature Writing

Media & Design

- Adobe InDesign
- Photoshop
- Illustrator
- Graphic Design
- Digital Content Creation

Professional Skills

- Customer Service
- Time Management
- Confidentiality
- Critical Thinking
- Organization

Technical

- Microsoft Office Suite (Advanced)
 - Quantitative Analysis
 - Data Visualization
 - Event Planning
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LEADERSHIP & MEDIA WORK

Content Writer & Graphic Designer

Uprising Magazine • Jan 2024–Dec 2024

- Wrote and edited articles on pop culture and social issues for biannual publications.
- Researched cultural trends to produce engaging, relevant content.
- Designed covers and interior layouts using Adobe Creative Suite.
- Created and maintained style sheets to ensure cohesive branding.

Vice President of Internal Operations

PRSSA • Dec 2023–Dec 2024

- Developed internal communication strategies including newsletters, announcements, and recaps.
- Managed website updates for schedules, membership, blogs, and sponsorships.
- Collaborated with executive board members to streamline operations and improve communication flow.

News Columnist

Northern Iowan Newspaper • Nov 2023–Dec 2024

- Researched, wrote, and published eight columns on campus events, local issues, and student life.
 - Conducted interviews and sourced credible information to ensure accuracy.
 - Worked with editors to refine content and meet publication deadlines.
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