

# JENNA K. BIGLER

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## Education

### **Utah Valley University**

Expected April 2019

Bachelor of Arts in Communication, emphasis on public relations

- Current GPA 3.85
- Minor in Marketing

## Experience

### **UVU PRSSA Executive Board**

Aug. 2018 – Current

VP of Professional Development

- Plan and carry out two group excursions to visit multiple influential companies in the area
- Facilitate networking at UVU PRSSA events

### **UVU Elite Sales Team**

Aug. 2018 – Current

- Practice and develop personal selling skills to travel and compete in sales competitions across the country
- Competed in a sales competition at Arizona State University, Feb. 2019

### **UVU PR Field Experience**

Jan. 2019 - Current

- Selected to represent UVU in New York City while meeting with PR industry professionals
- Compiled research on each NYC company that I visited

## Work History

### **doTERRA Int.**

Sept. 2014 - Nov. 2017

Member Services Team

- Support members with product orders and returns
- Frequently exceed upselling goals set by corporate team

### **DōTERRA Spa Receptionist**

Nov. 2017 - Dec. 2018

- Schedule daily appointments for 9 massage therapists
- Assist with social media outreach and promotion for the doTERRA Spa

### **Operations Administrative Assistant**

Jan. 2019 – Current

- Manage monthly expense reports for 13 upper level directors
- Coordinate and organize calendar and meetings for dōTERRA's Chief Operations Officer