

Dennis M. Busch

351 W. University Blvd
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EMPLOYMENT

05/08 – Present **Southern Utah University Alumni Relations, Cedar City, UT**

Administrative Assistant & Special Events Coordinator

I assist in planning and facilitating large and small special events for the Alumni Association, Office of Institutional Advancement and the Office of the President. These include major campus concerts, donor banquets, university commencement, capital campaign events, dignitary visits and the Utah Summer Games Opening Ceremonies. I also write, edit and review articles for the Alumni magazine, *SUU in View*. I provide administrative support for the Executive Director, and manage all calendars for the office. I also oversee all the operating budgets and purchasing card accounts for the department.

08/09 – Present **The Michael O. Leavitt Center for Politics and Public Service, Cedar City, UT**

Special Projects, Grants Director

I oversee media relations and event planning for the Center including organizing high-profile speaking events, major political debates, and public information campaigns. Debates I have organized have been televised on local TV as well as C-SPAN. I also managed the Help America Vote Act College Poll Worker program and its budget of \$40,000 and 35 students.

04/09 – 04/10 **University Journal newspaper, Cedar City, UT**

Opinion Editor

As the editor, I was responsible for the layout and design of the Opinion section. I wrote two editorials weekly on behalf of the editorial board about issues facing Southern Utah students.

12/05 – 12/07 **SUU Housing and Residence Life, Cedar City, UT**

Residence Hall Director, Previously Resident Assistant

I supervised a staff of 9 RAs for a 300-resident facility. I oversaw the first level of the judicial program and coordinated monthly educational events for the residents. I managed an extensive monthly social activity budget for the facility.

1/05 – 5/06 **SUU Student Success Center, Cedar City, UT**

Orientation Leader

I lead both parent and student groups on campus tours and other University Orientation events. I also helped new students make important first connections at SUU.

06/03 – 12/05 **Dairy Queen, Hurricane, UT**

Assistant General Manager

I supervised employee teams during shifts, created weekly schedules, completed nightly bank deposits, placed vendor orders, dealt with customer service issues.

EDUCATION

2010 **Southern Utah University, Cedar City, UT**

Bachelor of Science in Communication

Major emphasis in Public Relations, minors in Political Science and Business Management

INTERNSHIPS

02/10 – 4/10 **United States Census Bureau, Cedar City, UT**

Event Coordinator

I worked with the Census Bureau to produce an event in Cedar City that created excitement and understanding about the 2010 Census called the March to the Mailbox. The event involved entertainment acts, local vendors, school groups and religious organizations.

01/08 – 4/08 **United States Senator Harry Reid, Washington, DC**

Communication Events Intern

I assisted in facilitating press events for members of the Democratic leadership. I recorded and edited clips for radio and television news agencies. I conducted research projects for information to use at press events created graphics for use in publications, press conferences, and on the floor of the Senate. I also did administrative support including transcription, answering phones and running errands.

VOLUNTEER & LEADERSHIP ACTIVITIES

2011-Present	Co-Chairman	Academic Advising Oversight Committee, SUU
2010-Present	Committee Member	LGBTQ Allies on Campus Steering Committee, SUU
2010-Present	Hospital Volunteer	IHC Valley View Medical Center
2006-2010	Member	Academic Standards & Admission Review Committee, SUU
2008-2009	Student Elections Director	SUU Student Association
2007-2008	President's Diversity Liaison	SUU Student Association
2006-2007	Assistant to Academic VP	SUU Student Association
2006-2007	Vice President	Pi Sigma Alpha Political Science Honor Society
2005-2006	College Senator	SUU Student Association
2005-2006	Board of Directors	DEX of Utah (Competitive Marketing Club)

HONORS

- SUU Service Citation 2010
- SUUSA Senator of the Year 2006
- T-Bird Award Finalist, Male Contributor of the Year 2007
- SUU Housing Employee Performance Award, 2007
- Member of Communication and Political Science Honor Societies

SKILLS

- Trained in Microsoft Office Suite, Adobe Creative Suite, Dreamweaver
- Extensive use of social media websites including Facebook, Twitter, Linked-in, Blogger, & Wordpress
- Trained on SunGard Banner and SAP Crystal Reports, Argos solutions
- Excellent written and verbal communication skills

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REFERENCES

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