

126 Behan Street  
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## JOHN B. PEARCE

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**SKILLS & ABILITIES** Public speaking  
Written communication  
Microsoft Word, Excel, PowerPoint, Outlook  
Budgeting and meeting facilitation

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**EXPERIENCE** **STUDENT GOVERNMENT ASSOCIATION PRESIDENT**

March 2016- Present

Regularly attend and hold meetings with university officials, state administrators and legislatures, and national representatives. Work with several budgets equaling hundreds of thousands of dollars, and have to introduce, write, lobby for, revise, and pass student resolutions and legislation. Head of a Student Senate of almost 40 members, and representative of over 8,000 students.

**OFFICE OF STUDENT OPERATIONS, NORTHWESTERN STATE UNIVERSITY**

August 2013- May 2016

Standard office work such as answering phones and running errands. Also have to work on room set-ups and address visitor questions. Work with event coordination and meetings with clients.

**NORTHWESTERN STATE ORIENTATION LEADER, NORTHWESTERN STATE UNIVERSITY**

January 2013- June 2014

Required thorough knowledge of the campus and ability to facilitate large groups of students and parents. Represented Northwestern State University at various regional and national events.

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**EDUCATION** **NORTHWESTERN STATE UNIVERSITY**

3.567 cumulative GPA

Majoring in Rhetorical Communications and minor in Business Administration

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**LEADERSHIP** President of Northwestern State Student Government Association  
President of the Pi Kappa Alpha Fraternity Mu Kappa Chapter  
Student Director of Educational Programming for NSU Welcome Week  
2013- 2014 NSULA Orientation Leader

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**REFERENCES** References available upon request.

