

# Liam Morgan

## Communication Studies Student | Service & Administration

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### PROFILE

Communication studies student with library service and retail experience in Marquette. Organizes information, responds to routine questions, and writes clear instructions for varied audiences. Brings reliable record keeping and practical teamwork to an entry-level service or administrative opportunity.

### EDUCATION

**Northern Michigan University**

August 2023 – Expected May 2027

Bachelor of Science — Communication Studies | GPA: 3.55 / 4.00 | Marquette, MI

- Relevant coursework: Organizational communication, public speaking, research methods, business writing

### WORK & PRACTICAL EXPERIENCE

**Youth services aide**

January 2026 – August 2026

Peter White Public Library | Marquette, MI

- Helped patrons locate materials and understand library services under staff guidance.
- Organized returned materials and kept public service areas welcoming and orderly.
- Communicated unresolved requests to the appropriate staff member and prepared clear handover notes.

**Customer service associate**

June 2025 – December 2025

Marquette Food Co-op | Marquette, MI

- Assisted shoppers with routine questions and supported timely restocking.
- Maintained task records and coordinated shift priorities with the supervisor.

### ACADEMIC & PERSONAL PROJECTS

**Community Event Plan**

January 2026 – April 2026

NMU coursework · Project coordinator

- Created a sample event timeline, budget worksheet, and participant communications plan.
- Presented a contingency checklist and revised responsibilities after team feedback.

**Digital Information Guide**

September 2025 – December 2025

NMU coursework · Student author

- Turned public Marquette service information into a clear, accessible guide with organized headings and verified links.

### SKILLS

**Service:** Customer communication, information organization, record keeping  
**Administration:** Scheduling, meeting notes, teamwork, task coordination  
**Tools:** Word, Excel, PowerPoint, Google Docs, Canva

### VOLUNTEERING & LEADERSHIP

**Peer orientation volunteer**

September 2024 – May 2025

Northern Michigan University | Marquette, MI

- Welcomed new students and referred campus service questions to the appropriate office.