

# MARY MAHAN

COMMUNICATION & HIGHER ED  
PROFESSIONAL

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📍 Greer, SC

## WORK EXPERIENCE

### Career Services Coordinator

*North Greenville University*

**October 2023 - October 2025**

- Guided students in identifying their unique strengths, talents, and interests through one-on-one coaching sessions
- Offered assistance with résumé and CV creation, editing, and mock interviews for internships and job applications
- Collaborated across departments to deliver workshops and resources that enhance student career readiness and post-graduate success, including career fairs
- Created communication plans for the Center for Student Success department, including social posts, emails, and texts to push engagement to all department events

### Testing Center Coordinator

*North Greenville University*

**January 2022 - December 2023**

- Coordinated and maintained accurate scheduling for the university's Testing Center, supporting over 700 appts per semester in collaboration with students and faculty
- Partnered with the Student Accessibility Coordinator to ensure 100% compliance with testing accommodations for students with documented needs
- Managed attendance processing and verification for academic courses, ensuring timely and accurate reporting before submission to Academic Records

### Campus Event Coordinator

*North Greenville University*

**August 2020 - January 2022**

- Planned and executed all NGU Admissions events including overnight & weekend events, as well as events with up to 300+ guests and 50+ faculty/staff.

## EDUCATION

### North Greenville University

*Tigerville, SC* | 2016- 2020

- Digital Media Major
  - Graphic Design concentration
  - Summa Cum Laude, RAA

## PROFICIENCIES

- Microsoft Suite
- Adobe InDesign
- Adobe Lightroom
- Adobe Photoshop
- Adobe Illustrator
- Canva Pro
- Instagram
- X (formally Twitter)
- Tiktok

## SKILLS

- Quick Learner
- Kind Energy
- Problem Solver
- Creative
- Natural Leader
- Strong Interpersonal Communication



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