

Molly Passow

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EDUCATION

Niagara University- Niagara University, NY
Bachelor of Science in Tourism Event and Meeting Management, May 2025
Major: Marketing Minor: American Sign Language and Deaf Studies
GPA: 3.97 Dean's List (2 semesters)
Beaumont School- Cleveland Heights, OH
State of Ohio Honors Diploma, May 2021

INTERNSHIP

5/22- 8/22

The Country Club- Pepper Pike, OH
Special Events and Catering Intern

- Supervised special events alongside Banquet and Events managers
- Worked alongside other interns to execute weekly pizza night and the employee appreciation party at the end of the summer
- Collaborated with other departments of the club to successfully execute events ensuring transparency amongst all departments

EVENT PLANNING

2/22- Present

Student Government Association-Niagara University, NY
Programing Chair, Class of 2025 Delegation

- Coordinate events sponsored by the Niagara University Student Government Association Delegation for the Class of 2025
- Work with a team of six other members of the Delegation. Collaborate with each class delegation and the cabinet

5/22-Present

Campus Programing Board- Niagara University, NY
Events Co-Chairperson

- Lead a team of ten students to successfully plan and execute events for students on or off campus
- Coordinate with other departments on campus to execute on average three events or bus trips per week

MARKETING

EXPERIENCE

8/21 – Present

Campus Ministry – Niagara University, NY
Student Employee (Plunge Leader – 8/22)

- Organize and prepare events for the office of Campus Ministry at Niagara University
- Update the Instagram page, by providing information for events, and creating an interactive social media presence

8/21 – Present

Niagara University Ski & Snowboard Club – Niagara University, NY
Vice President

- Update the club Instagram page and coordinate/promote club events and activities
- Plan fundraisers and service projects, design club apparel

CONFERENCES

Attendee, CMAA National Student Education Conference - Chicago, IL (11/22)
Attendee, Society of St. Vincent de Paul National Assembly - Baltimore, MD (8/22)

OTHER EXPERIENCE

Passow Constructions Inc.- Burton, Ohio - *Office Manager (5/18 – 8/22)*

COMPUTER SKILLS

Microsoft Office, Word, PowerPoint, Excel, Google Drive; Social Media for Marketing; Twitter, Instagram, TikTok; Business Programs: QuickBooks; BuilderTrend; Creative Programs: Canva, Adobe Photoshop

HONORS/ ACTIVITIES

Member, Niagara University Campus Programing Board (9/21-Present)
Member, Niagara University Hospitality and Tourism Association (9/21-8/22)
Member, Niagara University Club Management Association of America (8/22-Present)
Member, Niagara University American Sign Language Club (8/22-Present)
Recipient, Niagara University Trustees Scholarship, & Vincentian Scholarship

VOLUNTEER

Heart, Love, and Soul (9/21-Present)