

COMMUNICATIONS SPECIALIST

Professional Summary

Five years of experience in Communications & Social Media, with a strong visual sense and creativity, excellent writing skills, and the ability to organize and manage teams and projects. Familiar and skilled with MS Office and Adobe Creative Suite 6; able to learn new programs.

Skills

Adobe Creative Suite 6, Microsoft Office, Windows applications, Multimedia production, Public relations, Media relations, Social media managing, Exceptional listener, Analytical/Research skill, Computer/Technical literacy, Flexibility/Adaptability/Managing multiple priorities, Leadership/Management skills, Multicultural Sensitivity/Awareness, Problem-Solving, Reasoning, Creativity, Teamwork.

Experience

05/2014 to 05/2016

Communications Specialist Company Name i¼ City , State

- Created and managed several different social media outlets; including Facebook, Flickr, Google Plus, Hootsuite, Instagram, Pinterest and Twitter.
- Successfully grew the company's online media presence by more than %600.
- Organized, presented, and initiated a PR plan for Kind 10K.
- Filmed, edited, and uploaded several videos.
- Led groups for food processing, composting, and packaging.

01/2014 to 01/2016

Multimedia Production Coordinator Company Name i¼ City , State

- Multimedia production and slideshow utilizing Mac and Windows applications.
- Configure pictures/videos for proper slideshow presentation.
- In depth knowledge of Microsoft Office and Microsoft Office for Mac.
- Created several projects using PowerPoint and Excel applications.
- Design, built, maintain, and setup server with multi-operating system.
- Provide service and support to staff/students with computer issues during production events.

01/2014 to 12/2015

Graphics & Photojournalism Company Name i¼ City , State

- Managed and worked with Adobe Creative Suite 6; including Adobe Bridge, Dreamweaver, Illustrator, InDesign, Photoshop, and Premiere Pro.
- Created several designs for Montreat College, as well as a portfolio of photojournalistic photos.

08/2013 to 01/2016

Digital Media Production & Film Production Company Name i¼ City , State

- Filmed several short movies as well as how to correctly film shots.
- Learned how to storyboard, setup actors, scripts, and shot locations.
- Have an understanding of iMovie, Final Cut Pro, Windows Movie Maker.
- Created several recruitment videos for high school football players.

04/2013 to 08/2014

Editor of Whetstone (College Newspaper) Company Name i¼ City , State

- Managed a team of 4 to 7 reporters, 2 to 3 copy editors, and layout designer.
- Worked closely with copy editors and layout designer to resolve layout issues, and grammatical errors.
- Planned, coordinated, and implemented meetings and due dates.
- Personally wrote several articles; including sports, business, and breaking news.
- Collaborated with the President of the college, SGA (Student Government Association), and other colleges.
- Setup and manage social media accounts; including WordPress, Twitter, Facebook, and Instagram.

08/2012 to 12/2014

Business Manager of Whetstone (College Newspaper) Company Name i¼ City , State

- Achieved numerous advertisements for Whetstone.
- Money managed and took care of receipts and bills.

Education

May 2016

Bachelor of Science : Communication Journalism Montreat College i¼ City , State