

PROFESSIONAL SUMMARY

Innovative and creative Communications professional ready to enhance and support an organization by showing exemplary skills in writing, planning, and communicating. Experience as a leader in a community environment. Strong work capabilities and a determined disposition to accomplish any task. Strong independent work capabilities with relentless efforts and a determined disposition to anticipate needs. Attentiveness to details and current trends in multi-media marketing and communications with the ability to direct teams to accomplish tasks in short timelines. Extensive education in strategic planning for long-term, short-term, and crises situations as well knowledge of marketing, journalism, and organizational business cultures with an emphasis on publics/audiences. Adept at creating unique/engaging events and programs for internal and external audiences to promote buy-in.

PROFESSIONAL EXPERIENCE

- Business Route Newspaper Carrier**, Belleville News Democrat- *Belleville, Illinois* January 2011 to September 2013
- Oversaw and managed invoices and inventory – *inputs, outputs*
 - Completed tasks and agendas in a time-efficient manner
 - Facilitated communications with businesses and managers
- Child Care/Tutoring**, Home and School-Based – *Millstadt, Illinois* 2007 to 2016
- Assessed the care and education needs of children
 - Developed care and education plans for effective implementation
 - Enhanced the educative goals of children and their parents
- Business Associate**, Emergency Response Training Center – *Millstadt, Illinois* 2016 to Present
- Consulted businesses to maintain life-saving supplies, skills, and relationships
 - Coordinated training classes to businesses and individuals
 - Demonstrated and taught life-saving skills to students
- Social Media and Website Technician**, Carol Vogt Insurance Services, LLC – *Waterloo, Illinois* May 2018 to Present
- Established working relationship with the client
 - Succeeded in meeting and surpassing the client's goal of a newly designed website
 - Created innovative content to engage current and future customers
- Librarian**, Social Media Manager and Community Engagement, Millstadt Library – *Millstadt, Illinois* April 2017 to 2019
- Pioneered events for increased exposure and community relations
 - Curated unique social content to interact with patrons
 - Supported co-workers and patrons in achieving their personal goals
- Interim Library Director**, as previous position May 2019 to December 2019
- As previous position, including;
 - Administered new policies, procedures, and proposals
 - Oversaw, conveyed, and coordinated board communications
 - Oversaw over \$100,000 budget planning and implemented cost-saving tactics
- Library Director**, as previous position January 2020 to Present
- Directed employees to accomplish tasks, meet deadlines, and collaborate to create new ideas
 - Publicized Library and services through community engagement
 - Developed relationships with other business and community leaders
 - Understood how to approach local audiences and sub-sections within these audiences
 - Ran non-partisan political referendum campaign in an effort to fund a new library project after winning difficult grant worth more than \$1.2 million

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelors of Arts in Communication- Public Relations	2016
Southern New Hampshire University, <i>Manchester, New Hampshire</i>	
<ul style="list-style-type: none">• 3.9 Cumulative GPA• President's List• Relevant coursework: Public Relations, Writing for Public Relations, Electronic Public Relations, Public Relations Campaign Planning, Business Communication, Organizational Communications, Social Media, Graphics & Layout/Print Media• National Society of Leadership and Success	2016 to present
Masters in Communication- Public Relations	2019
Southern New Hampshire University, <i>Manchester, New Hampshire</i>	
<ul style="list-style-type: none">• 4.0 Current Cumulative GPA• Sigma Tau Delta, INTL English Honor Society Member• Distinguished Scholar Award, earned the highest cumulative GPA in the degree program	2019 to present 2020
National Story Telling Conference Participant , National Story Telling Networking	2008 to 2009
Associates of Liberal Arts , Southwestern Illinois College	2014
Phi Theta Kappa Honor Society member	2014 to present
ASHI Certified Instructor , CPR, AED training at Basic and Professional Levels	2016 to present
Illinois Certified Substitute Teacher License , certified to teach in St. Clair County, IL	2017 to present
Targeting Autism Conference Attendee	May 17, 2018
Girls Who Code Facilitator and Decision Maker , teaching girls basic coding skills	September – October, 2019
United States Coast Guard Auxiliary Member and Archivist	December 2019 – Present
ALA and LTC Grant Awardee , awarded grant for community discussion facilitation	January 2020 and May 2023
Director's University Graduate and 2.0 Graduate	September 2020 and August 2022
Illinois Library Association Reaching Forward South Presenter	April 2023

SKILLS

WordPress | Adobe Illustrator | Social Media | Microsoft Office Programs

Communications *COM 452 Public Relations Course Planning; COM 658 Integrated PR Campaigns; COM 530 Law and Ethics*

- Creating Press Kits including, Executive Summary, Press Release, Memos, Newsletters, and Brochures for various topics
- Planning Strategically, SWOT, and Company Analyses
- Strong speaking skills in communicating to customers, management, and in crowd situations
- Strong skills electronically and over the phone
- Creative design skills on paper and Adobe Illustrator for business, educational, and leisure purposes
- Innovative, original social media content curation including video
- Professional press releases and articles written for local print and online publications
- Innovative event, program and social media content curation to create community engagement
- Proficient in creating dialogue for internal and external audiences
- Writing expertise for grants and proposals