

summary

Experienced public relations assistant with a demonstrated history of working in public relations and journalism industries. Strong community and social services professional skilled in Microsoft Word, editing, research, and press releases. Interested in front-end web development .

education

Kentucky State University
Bachelor's Degree, Mass Communications, Print Journalism
Frankfort, Kentucky
Graduated May 2017

Graduated Magna Cum Laude. Editor in Chief for Thorobred News, KSU's student-run newspaper, during 2016-2017 academic year; previously opinions editor and staff writer. Worked in tutoring department with a focus on English and Journalism studies.

employment history

McCracken County Public Library
Library Clerk
Paducah, Kentucky
August 2018 - Present

Routine clerical work involving basic support services and services to patrons, with a focus on giving patrons a unique and positive experience.

Responsible for routine circulation, shelf maintenance and clerical functions using automated circulation system. This position includes making beginning level library clerical decisions. The work requires knowledge, skill and ability in library clerical functions, as well as customer/patron service.

City of Frankfort, KY
Public Relations Assistant
Frankfort, Kentucky
June 2016 - January 2018

Worked under the grants/public relations manager, Rebecca Hall. Crafted and distributed press releases for multiple departments within City Management. Collated information for grants projects and created presentations. Interviewed local city leaders and employees for press releases, quarterly newsletters, and biweekly employee newsletters.

Many of my press releases were published, and the presentations I helped assemble found themselves in Washington, D.C., and in front of local politicians.

Work samples available upon request.

Thorobred News, Kentucky State University
Editor in Chief
Frankfort, Kentucky
June 2016 - May 2017

Worked with staff to provide timely and relevant news to Kentucky State University's student body. Managed a sizable student staff, providing editing and directional assistance when needed.

Laid out newspaper in Adobe InDesign and Photoshop. Communicated with local newspaper to print Thorobred News.

Thorobred News' goal in the 2016-2017 academic year was to stabilize a timely publication, provide more hard news, and allow the university community to contribute to their newspaper if they so desired. With the help of a dedicated staff, Thorobred News was able to achieve all of these goals.

Work samples available upon request.

hobbies & interests

I'm an avid reader, news consumer, knitter, and front-end web development learner. I'm interested in history, humanities, and how people today can use these things to make the world a better place for all.

professional skills

Public Relations	★	★	★	★	★
Word processor	★	★	★	★	★
Editing	★	★	★	★	★
Research	★	★	★	★	★
Teamwork	★	★	★	★	★
Problem Solving	★	★	★	★	★
Microsoft Suite	★	★	★	★	★
Leadership Skills	★	★	★	★	★
Public Speaking	★	★	★	★	★
Adobe Indesign	★	★	★	★	★
HTML	★	★	★	★	★
CSS	★	★	★	★	★

languages

English	Native
German	Conversational

references

Rebecca Hall
Former Supervisor

Lacey Trautwein
Colleague

David Shabazz
Kentucky State University Journalism Professor

