

COMMUNICATIONS DIRECTOR/EVENT PLANNER

Professional Experience

Communications Director/Event Planner

January 2008 to April 2014 Company Name - City , State

- Created and launched a comprehensive communications program for Department, which resulted in increased visibility and awareness of the Department's activities.
- Developed and executed media plans, including social and paid media.
- Organized and managed all details of Department's annual event showcasing Iowa's centenarians, including securing attendance by Iowa's governor and lieutenant governor.

Director of Communications

January 2000 to December 2007 Company Name - City , State

- Successfully led all external communication efforts for the Department including handling publicity and working closely with the media, which increased visibility and awareness of the Department's activities Liaison for the Department with several agricultural-based committees and advisory teams, collaborating on various initiatives to increase public knowledge and raise funds Conceptualized and authored News To Grow On column for the Iowa Secretary of Agriculture, which ran in rural newspapers and other printed media outlets throughout Iowa Administered The Good Neighbor Award, a first-in-the-nation initiative that honors Iowa's livestock producers for their environmental and animal stewardship Media Consultant for the NASDA (National Association of State Departments of Agriculture) U.S.
- Food Export Showcase.
- Received the Leveraging/Collaboration Award for 'superior performance and innovation' from the FDA (Food and Drug Administration) as a member of the Monkey pox Interagency Work Group.
- As a member, I implemented a collaborative multi-Federal, State and Local agency response to an outbreak of a zoonotic animal disease.

Development Coordinator/Event Planner

September 1997 to May 2000 Company Name - City , State

- Successfully led all fund raising activities, volunteer recruitment and event planning for the nonprofit agency.
- Managed the popular annual PPGI Book Fair held at the State Fair Grounds, resulting in record sales for each of the two years involved.
- Received "Star Performer" award for organizing and supervising sold out annual dinner, and securing Dr.
- Ruth Westheimer as keynote speaker.

Education

Degree : Political Science/Public Administration Grandview University Political Science/Public Administration

Associate Degree : Paralegal/Legal Research and Writing Des Moines Area Community College Paralegal/Legal Research and Writing

Certificate in Fund Raising Management University of Indiana/Center of Philanthropy

Interests

Iowa Council on Homelessness: participated in discussions and voting on efforts to remedy homelessness in Iowa Iowa Food Bank and the World Food Prize Hunger Summit: participates in organizing events to help end hunger State Emergency Operations Center (SEOC)/Homeland Security: helped coordinate emergency preparedness communication efforts within various state agencies Inter-Agency State Committee: coordinated events with Iowa Insurance Division and Attorney General's office for public outreach to Iowans Governor's Volunteer Iowa Initiative: coordinated the Department's volunteer response for the statewide initiative Iowa Council of International Understanding: volunteer event host Drake Community Center: worked with inner-city youth on improving their writing and literacy skills Iowa Lutheran Services: Volunteer teacher in the ESLP (English as a Second Language Program)

Additional Information

- **BOARDS AND COMMITTEES/COMMUNITY ACTIVITIES** Iowa Council on Homelessness: participated in discussions and voting on efforts to remedy homelessness in Iowa Iowa Food Bank and the World Food Prize Hunger Summit: participates in organizing events to help end hunger State Emergency Operations Center (SEOC)/Homeland Security: helped coordinate emergency preparedness communication efforts within various state agencies Inter-Agency State Committee: coordinated events with Iowa Insurance Division and Attorney General's office for public outreach to Iowans Governor's Volunteer Iowa Initiative: coordinated the Department's volunteer response for the statewide initiative Iowa Council of International Understanding: volunteer event host Drake Community Center: worked with inner-city youth on improving their writing and literacy skills Iowa Lutheran Services: Volunteer teacher in the ESLP (English as a Second Language Program)

Skills

agency, Book, Consultant, event planning, Fund Raising, funds, innovation, leadership, managing people, media plans, mentoring, newspapers, organizing, profit, project management, public relations, speaker, public speaking, publicity, recruitment, sales, supervising, writing skills