

Nanette Ambrose

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Digital Portfolio: <https://bit.ly/2F3Gctc>

SKILLS

- Strong written, interpersonal, group communication
- Social Media Management
- Multiplatform content development
- Strong organizational and time management skills
- Marketing and social media metrics/analytics
- Basic knowledge of HTML, CSS, JavaScript
- Proficient in Adobe Photoshop, InDesign, Illustrator

EXPERIENCE

Cooperate Trainer, Platinum Retail Marketing, Fort Wayne IN
Feb 2019 – Present

- Greet and assist customers as they shop
- Suggest applicable and relevant upsells to customers
- Meet weekly, monthly and quarterly sales quotas
- Learn how products work and how to troubleshoot issues with customers
- Assist other team members with transactions as necessary

Commuter and Off-campus Services Student Assistant, *University of Saint Francis*, Fort Wayne, IN

March 2018 – May 2019

- Create engaging content for Twitter, Instagram, and monthly student newsletters
- Created Commuter and Off-campus Services training manual and brand guide
- Work alongside supervisor to create content for Commuter Services webpage
- Develop monthly media content calendars
- Use Hootsuite to schedule and monitor social media posts.
- Monitored and recorded analytics data.

Social Media Ambassador, *University of Saint Francis*, Fort Wayne, IN

Oct 2017 – March 2018

- Developed a presence on social media using Instagram, Twitter, and Snapchat
- Create and maintain event calendar for social media content
- Wrote emails and maintain relationships with USF organizations

EDUCATION AND TRAINING

University of Saint Francis, Fort Wayne, IN Bachelor of Arts
in Communication Concentration: Public Relations

GPA: 3.42

Expected graduation: May 2019

Eleven Fifty Academy, Industry Gold Badge for Computer Coding

Earned: June 2017

VOLUNTEER EXPERIENCE

Social Media Intern, *Trees Indiana*, Fort Wayne, IN,
April 2018 – May 2019

- Purposed, researched, developed, and ran 2018 “#GivingTuesday” Campaign.
- Use WordPress to help maintain Trees Indiana’s website
- Create engaging content for Facebook, Twitter, and Instagram
- Develop new sections/pages of website

REFERENCES

Kristin Miller

Assistant Professor

University of Saint Francis

260-399-7700 ext. 8010

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Carol Cavell

Executive Director

Trees Indiana

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Beth Groman

Dean of Students &

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