

Nanette Ambrose

2222 Wawonaissa Trail, Fort Wayne, IN 48009 | (260) 200-0684 | Ambrosenanette8@gmail.com

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

SKILLS

- Strong written, interpersonal, group communication
- Proficient in Adobe Photoshop, InDesign, Illustrator
- Social Media Management
- Search Engine Optimization (SEO)
- Google Best Practices
- Marketing and social Media metrics/analytics
- Basic knowledge of HTML, CSS, JavaScript

EDUCATION AND TRAINING

University of Saint Francis, Fort Wayne, IN
Bachelor of Arts in Communication Concentration:
Public Relations
Expected graduation: May 2019

Eleven Fifty Academy, Industry Gold Badge for
Computer Coding
Earned: June 2018

EXPERIENCE

Commuter and Off-campus Services Student Assistant, *University of Saint Francis*, Fort Wayne, IN
March 2018 – Present

- Work alongside supervisor to create content for Commuter Services webpage
- Develop monthly media content calendars
- Use Hootsuite to schedule and monitor social media posts and analytics
- Create engaging content for Twitter, Instagram, and monthly student newsletters

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

- Use WordPress to help maintain Trees Indiana's website
- Create engaging content for Facebook, Twitter, and Instagram
- Develop new sections/pages of website

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

Planetarium, *Educator Edwin Clark Schouweiler Memorial Planetarium*, Fort Wayne, IN
Jan 2016 – Jun 2016

- Interacted with visitors and provided information about upcoming events
- Politely engaged visitors before and after shows and encouraged them to return to future events
- Greeted visitors, provided assistance, answered questions, calmly addressed complaints to resolved issues

REFERENCES

Kristin Miller

Assistant Professor

University of Saint Francis

260-399-7700 ext. 8010

kcmiller@sf.edu

Carol Cavell

Executive Director

Trees Indiana

260-704-4794

carolc@treesindiana.org

Beth Groman

*Associate Dean of Campus
Life Student Affairs*

University of Saint Francis

260-399-7700 ext. 6748

egroman@sf.edu

