



Alison Jewell Kieley

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Seeking exciting opportunities in Portland's professional world.

Profile:

I am a graduate from the University of Oregon looking for opportunities in Portland's professional world. I have been trained as a creative strategist by amazing professors at U of O who helped me realize the importance and fun of constantly striving to learn everything possible. I am very outgoing and love meeting and speaking with new people. People have described me as friendly, organized, welcoming and level-headed. I am self-motivated and I always do my best to go above and beyond the expectation of my goals. I am very organized, detail-oriented and love to be one step ahead. I can always put myself in another's shoes and am never afraid to confront a problem with honesty and compassion.

Education:

University of Oregon
School of Journalism and Communication
Focus in Advertising
Bachelor of Arts
2005-2010

Skills & Qualifications

Able to use social media as an effective marketing tool
A brainstorming expert
Comfortable and familiar participating in and observing the blogging world
Design skills in Adobe InDesign, Photoshop and Illustrator
Exceptional at organizing
Work well under pressure
Highly motivated & detail oriented
Exceptional at multi-tasking
Computer literate in Mac and Windows
Able to write and speak professionally
Plays well with others
Love to learn

Experience:

Manager at Breken Kitchen Winter 2010-present

I work closely with the owner organizing events, managing employees and managing the day-to-day ongoing of the coffee shop. I am in charge updating our website, tweeting specials, maintaining our facebook page, retrieving customer information for reviews, managing our Yelp page, updating our customer reviews, engaging customers, customer service, marketing the coffee shop, designing signs and tags, ordering coffee products, writing the menu board, making sure employees are on-task, managing my own time as well as the others' time etc. This job has strengthened my skills in being a self-starter, staying organized and motivating myself and others to always be at our best!

Communications Internship at SMART Winter 2013

Worked with the communications director designing signs and flyers, designing E-Blasts, researching volunteer recruitment opportunities, writing articles about SMART for local publications, writing news releases about SMART for newspapers across Oregon, comprising a statewide media list, sending out news releases, designing special logos, research and so much more. Used and mastered Microsoft Outlook and multi-line telephone systems. This internship made me comfortable and extremely self-sufficient in an office environment.

Portland Children's Museum Internship Fall 2009

Worked with the Marketing Director designing signs and flyers, researching potential exhibits, blogging, organizing and picking up slack wherever it was needed. I learned a great deal about office politics and it left me thirsty for more.

References available upon request