

JANE C

GEOGRAPHY: Midwest

INDUSTRY: Marketing/Advertising, Museum Work, Public Relations,
Publishing/Editing, Visual Arts/Design

Education

Scripps College, Claremont, CA

Graduation May 2015

Bachelor of Arts Major in Media Studies, Minor in Art History

- Concentration in Digital and Electronic Media
- GPA 3.7
- Dean's List Spring 2013, Fall 2013, Spring 2012, Fall 2012

Related Experience

Leo Burnett, Chicago, IL

June 2014 – August 2014

Reputation and Communications Intern for international advertising agency

- Responsible for writing, creating content, and for curating global social media profiles.
- Wrote and published over 20 entries for the global Leo Burnett website for relevant campaigns, news, awards and clients. Prepared images for posts.
- Gained experience in writing and executing social strategy
- Conducted competitive research and designed a model for alumni network relations
- As a member of the Summer Internship Program, I had the opportunity to work with a team of interns to design a campaign and pitch new business for a live client.

Graue Mill and Museum, Oak Brook, IL

June 2013 – August 2013

Marketing and Communications Intern for small, not-for-profit museum

- Responsible for finding advertising opportunities and writing and distributing press releases.
- Managed social media profiles and the museum's website.
- Assisted in event planning and coordination and provided event support.

The Scripps Voice, Claremont, CA

August 2012 – May 2013

Social Media Assistant for college newspaper

- Staff Member of student-run newspaper, published bi-weekly.
- Responsible for managing and updating social media profiles, uploading issues to Issuu, and posting photos and articles to Wordpress in order to increase the publication's online audience and web presence.
- Assisted in website redesign to improve functionality and appearance.

Relevance Communications, Chicago, IL

May 2012 – August 2012

Public Relations Intern

- Drafted media pitches and press releases for clients.
- Monitored clients in the news and sourced and catalogued relevant press clippings.
- Provided on-site support for client events.
- Secured local businesses for client partnership opportunities through guerrilla marketing outreach.

Volunteer Experience

Three Oaks Theater Festival, Three Oaks, MI

June 2013 – August 2013

Social Media Manager for arts advancement effort

- Responsible for creating, managing, and updating social media profiles for the inaugural season of the Three Oaks Theater Festival.

Skills

Microsoft Office | HTML | Adobe Creative Suite | Social Media - Facebook, Twitter, Tumblr, Instagram, LinkedIn, Google+, Hootsuite, TweetDeck, Vine | Press Releases | Blogging