

# BRITNEY FRONK

## CONTACT

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## PROFESSIONAL SKILLS

- Team management
- Social media management
- Corporate writing
- Adobe Photoshop
- Adobe InDesign
- Communication skills
- Conducting interviews
- Collaboration
- Teaching
- Presentation
- Problem-solving

## PERSONAL SKILLS

- Quoting movies!
- Reliable
- Professional
- Leader
- Organized
- Time management
- Positive
- Team player
- Fast learner
- Motivated

## WEB/SOCIAL MEDIA EXPERIENCE

### SOCIAL MEDIA AND ALUMNI RELATIONS SPECIALIST

BYU Information Systems Dept | Jul 2018 - present

- Manage content on Twitter, Instagram, and Facebook accounts and department website
- Create and write stories highlighting student, faculty, and alumni achievements
- Manage the department's office (basic secretarial duties)

### MEDIA INTERN

Worldwide Breast Cancer | Sept 2016 - Apr 2017

- Managing social media accounts on various platforms (Twitter, Instagram, Facebook, Pinterest, web blog)  
Increased social media followers by over 1100%
- Create 1 story and 3 social media posts each month
- Managed and promoted the "Know Your Lemons" campaign - considered one of the 'best social media campaigns of 2017 (so far)' by the Digital Marketing Institute

## WORK AND VOLUNTEER EXPERIENCE

### TEACHER

Missionary Training Center | Aug 2016 - Apr 2018

- Train 16 missionaries each month
- Mentor 5 teachers in their responsibilities and work policies
- In the top 20% of teachers in the area

### FULL-TIME MISSIONARY

The Church of Jesus Christ of Latter-Day Saints | Aug 2014 - Mar 2017

- Taught and shared Church beliefs and policies
- Gave historical tours and researched ancestors for about 50 visitors each month
- Trained and supervised over 20 missionaries
- Hosted and promoted community events at the visitors' center each month

## EDUCATION

### BACHELOR'S DEGREE IN COMMUNICATIONS - PUBLIC RELATIONS

Brigham Young University | Graduation 2019