

LYNNE LIVELY

Strategic Communications

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WORK EXPERIENCE

- Summer 2013 + Oklahoma City Downtown College
Public Relations Intern
 - Managed social media and created posts to create awareness of the college
 - Created brochures and fliers using Adobe Software
 - Represented the college at social events
 - Helped plan and coordinate the college's events
 - Wrote press releases and fact sheets that featured in Oklahoma City newspapers
- 2013-Present + Oklahoma State University Foundation
Cowboy Caller
 - Call alumni to keep them connected with OSU
 - Fundraise for all of the funds OSU provides
- 2011-2012 + Social Security Disability Law
Legal Secretary
 - Facilitated initial client consultations
 - Scheduled appointments, requested medical records and electronically filed records
- Summer 2011 + YMCA of the Rockies
Legal Secretary
 - Planned and organized events for campers
 - Promoted campers' education in the outdoors

LEADERSHIP EXPERIENCE

- 2012 - 2013 + Health Promotion Club
Public Relations Representative
 - Managed social media
 - Designed clothing that promoted the club
 - Ensure strong communication among the executive and club new members
- 2012-2013 + Gamma Phi Beta
New Member Educator
 - Educated new members about the history of Gamma Phi Beta
- 2010-2011 + Gamma Phi Beta
Philanthropic Chair
 - Served as public relations representative for fundraising events of 140 participants
 - Designed banners to create awareness of the philanthropy

EDUCATION

Bachelor of Arts in Strategic Communications
Oklahoma State University - Stillwater, Okla.
Expected Graduation - May 2014

SKILLS

- Brand management
- Social media
- Marketing
- Graphic design
- AP style
- InDesign
- News style/PR writing
- Event planning
- Photography
- Photoshop
- GarageBand
- iMovie
- Illustrator
- Customer service

Proficient In:



RECOGNITIONS

2010: Dean's Honor Roll

2012: President's Honor Roll

“ The difference between ordinary and extraordinary is that little extra ”
- Jimmy Johnson