***Well-rounded, meticulous young professional with a ceaseless desire to learn.***

**EDUCATION:**

* MBA with emphasis in Marketing from Oklahoma Christian University (August 2012)
* BS in Business Administration from USAO (December 2010)
* Educational background in business, communications, public relations, marketing, and journalism

**ACCOMPLISHMENTS:**

* Quickly promoted from entry-level Marketing position to senior-level Acquisitions position, becoming the youngest team member
* Demonstrated extreme drive by breaking company records during first month for new acquisitions
* Serviced a high volume of authors/clients/customers effectively and efficiently

**MARKETING/PUBLIC RELATIONS SKILLS:**

* Developed and created ads for newspaper and radio promotion, ensuring Co-Op approval
* Revitalized and enhanced online presence of Morris Motorsports
* Improved public image by being open and eager to answer inquiries

**GENERAL BUSINESS SKILLS:**

* Effective and confident negotiation of contracts
* Crisis-resilient
* Problem-solver

**COMPUTER CAPABILITIES:**

* Familiar with social networking sites, website maintenance, and blog design/upkeep
* Microsoft Windows, Microsoft Office
* Macintosh

**EXPERIENCE:**

*Acquisitions Editor,* **Tate Publishing**

(January 2012 – Present)

Responsibilities

-Review manuscripts

-Negotiate contract offers

-Assist authors with their transition into production and marketing

*Marketing Manager,* **Morris Motorsports**

(April 2011-November 2011)

Responsibilities

-Advertising/Marketing

-Social Media Presence

-Assist with accounting

-Title work

-Human Resources

*Legal Secretary/Filing Clerk,* **Frailey, Chaffin, Cordell, Perryman, Sterkel, McCalla & Brown**

(May 2009-April 2010)

Responsibilities

-Receptionist

-Assisting Clients

-Dictation Transcription

-Filing