

LINDSAY E. MCALLISTER

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WORK EXPERIENCE

August 2010 - Present **The Reader's Digest Association, Inc.** New York, NY

Global Communications Specialist

- Interface with global employees to communicate financial and cultural corporate messages through the company's Intranet and email system. Aids in the production of quarterly Global Team Meetings with the creation of PowerPoint presentations and event support.
- Organizes and plans events both internally and externally for the company. Organized four Global Leadership Conferences and six Executive Committee Offsite events for the company's top executives. Planned and executed over twenty employee breakfasts and luncheons for the Chief Executive Officer, employee holiday and appreciation events as well as charity events for employees and top executives.
- Assistant to the Vice President of Global Communications. Provides support with day-to-day activities including research, executive communications and scheduling.
- Back-up for the company's daily media monitor. Gathers daily media clips from Burrelle's clipping agency and assembles in a daily roundup email for employees and executives.
- Prepares, proofs and sends corporate and product press releases to the company's news distribution company.
- Works as part of the corporate team to redesign and confirm functionality of the company's Global Intranet. Contributes content such as employee profiles and daily updates.

October 2007 - August 2010 **The Reader's Digest Association, Inc.** Pleasantville, NY

Internal Communications Associate

Summer 2005/2006 **The Reader's Digest Association, Inc.** Pleasantville, NY

Global Communications Intern

- Trained by senior employees of the corporate communications department, to learn all functions.
- Assisted the department with event and internal communication projects.

EDUCATION

2003-2007 **Quinnipiac University, Lender's School of Business** Hamden, CT

- B.A., Marketing; Concentration in Fine Arts
- Dean's List

Fall 2006 **Lorenzo de'Medici** Florence, Italy

- Studied Marketing, Fashion and Art

SKILLS

- Microsoft: Word, Excel, PowerPoint
- Word Press
- Photoshop
- Lotus Notes