



The Academy of Model Aeronautics, Muncie, Ind.
Web Content Manager, Education Department
 February 2015 to present

Designs and authors original content for amafightschool.org
Discovers and publishes content from industry experts
Assists with web/publication design and branding



más, Modern Mexican Restaurant, Chicago, Ill.
Marketing Assistant/Graphic Designer
 June 2014 to October 2014

Designed promotional materials for product campaigns
Created customer/employee reward programs
Generated and maintained partnerships with local businesses to further growth of customer base by 10%



Kitchens By Design, Indianapolis, Ind.
Marketing Intern
 January 2014 to May 2014

Authored and curated blog
Composed and maintained social media content
Researched potential media outlets for coverage
Increased social media presence and interaction by 75 percent
Created and implemented strategic communication plan
Implemented customer feedback survey



Ball State University, Muncie, Ind.
Housing and Residence Life
Multicultural Advisor
 August 2012 to May 2014

Planned and promoted six campus-wide events per year with a staff of four (100s of attendees) and eight residence hall events per year (approximately 100 attendees)
Led design of promotional materials
Acted as liaison between students and campus concerning issues of diversity and multiculturalism
Presented at the 2013 Black Issues Conference and the 2014 Diversity Symposium



Transfer Indiana, Muncie, Ind.
Marketing Assistant/Web Designer
 August 2013 to December 2013

Constructed more efficient site map
Redesigned look and feel of website
Copywrote new web content
Designed marketing materials and logos
Rebranded Transfer Indiana initiatives



WIPB-TV, Muncie, Ind.
Marketing Assistant
 May 2013-August 2013

Wrote and edited articles and listings of On The Air magazine
Designed feature pages for On The Air Magazine
Updated web content for wipb.org daily
Created and disseminated weekly e-newsletter
Designed special event fliers, billboard ad and e-vite
Managed daily social media content



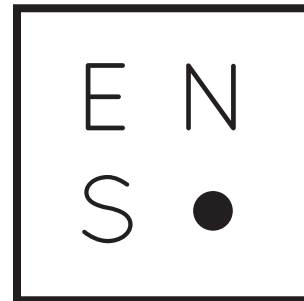
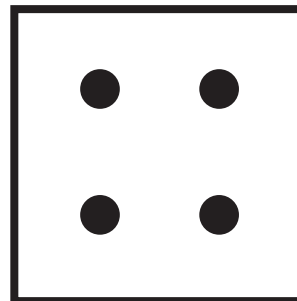
Cardinal Communications, Muncie, Ind.
Account Coordinator
 September 2012-December 2013



Boys and Girls Club of Muncie
Contributed to strategic communication plan

Muncie Chamber of Commerce
Co-wrote strategic communication plan
Led Facebook volunteerism campaign

Muncie Downtown Development Partnership
Wrote news releases, fact sheets, pitch e-mails



ERIN STEVENS

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BALL STATE UNIVERSITY, MUNCIE, IND.
 BACHELOR OF SCIENCE IN PUBLIC RELATIONS
 HONORS COLLEGE
 GPA: 3.5/40

ADDITIONAL SKILLS/EXPERIENCE

INDESIGN



PHOTOSHOP



ILLUSTRATOR



WORDPRESS



HTML/CSS



JAVASCRIPT



Lifetouch NCC, Muncie, Ind.
Customer Service Representative
 September 2014 to March 2014

Victoria's Secret, Greenwood, Ind.
Sales Associate, May 2012 to December 2012

Dye's Walk Country Club, Greenwood, Ind.
Banquet Server, Hostess, May 2009 to August 2012