**PROFESSIONAL SUMMARY**

Inside Sales Rep with strong inter office communication skills with over eight years of experience in customer service and advertisement sales. 11 years experience in journalism and news editing. One year QC Lab Team Leader in automotive industry. Experience has led to a thorough knowledge of Microsoft Office, Adobe, Quark and Photoshop.

2016-Current

**The REGIONAL/REPORTER, DES PLAINES VALLEY NEWS and SOUTWHEST NEWS HERALD**

Freelance Sports Writer

Contract Work/Inside Sales

2006 to June 2016 (Moved to Chicago)

**BLYTHEVILLE COURIER NEWS**

Advertising Sales / Sports Editor

• Handle advertisement and sales by contacting potential leads and obtaining orders

• Sold advertisements through presentations, door-to-door and cold-calling for various promotions

• Responsible for meeting various seasonal projects and goals as scheduled throughout the year

• Direct communications with customers, suppliers and various levels of management

• General quote processing and data entry

• Designed and developed magazines and various publications as a marketing strategy supporting and increasing sales efforts

• Responsible for creating, writing, editing and updating various journalistic entries, newsletters, press releases,

opinion pieces and investigative journalism as well as page design on strict deadlines

• Maintain company website, Facebook and Twitter social media accounts to promote business initiatives

• Update and maintain social media platforms

2005 to 2006 (Recruited to Blytheville Courier)

**DENSO MANUFACTURING ARKANSAS (DMAR)**

*HVAC for the Automotive sector*

Quality Lab Team Leader

• Prepared and presented daily, weekly and monthly data Excel reports to management

• Prepared Power Point presentations for upper management

• Created work instructions and standards

2000 to 2003

**HOME DEPOT**

Sales Associate

• Provided customer service

• Stocked and restocked sales floor

**ACCOMPLISHMENTS**

• Won several awards through Associated Press and Arkansas Press Association for investigative journalism, feature writing, column writing and photography

• Created and designed the first-ever sports magazine for football and basketball in Mississippi County

• Created “Athlete of the Week” teaming with local businesses and high schools as a promotional

• Have written PSA’s (public service announcements) and commercials for company advertisements

• Have developed and presented comprehensive training programs

• Have created work procedures and other forms as needed

• Have successfully recruited and managed multiple staffs

**EDUCATION**

**ARKANSAS NORTHEASTERN COLLEGE** (2005 to 2007)