

Victoria Rye

CONTACT

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KNOWLEDGE

Microsoft Office
Photoshop
Illustrator
InDesign
Lightroom
Premiere Pro
Windows OS
Mac OS

SKILLS

Time management
Attention to detail
Organization
Teamwork
Leadership

EDUCATION

September 2004 – June 2006

M.A., Communication
University of Cincinnati
Cincinnati, Ohio

September 2000 – August 2004

B.A., Visual Communication
Wright State University
Dayton, Ohio

EXPERIENCE

February 2010 – Present

Marketing Specialist

Fives Machining Systems (formerly MAG) / Hebron, Kentucky

- Design literature, advertising, and other sales tools for assigned products and services
- Manage all aspects of assigned trade shows to promote company as a whole
- Manage relationships and corresponding work from various vendors
- Maintain promotional products in the company store
- Create, edit, and organize photo and video assets
- Manage social media accounts and online presence
- Assist in rebranding the company and assets after acquisition

August 2009 – August 2010

Adjunct Communication Faculty

Ivy Tech Community College / Lawrenceburg, Indiana

Taught an introductory public speaking course; managed course material and student records; updated lessons to keep material relevant to today's students; upheld college standards.

March 2009 – February 2010

Administrator

MAG Maintenance Technologies / Hebron, Kentucky

Managed and updated reports of daily sales and products sold; created price sheets and other sales tools for new product offerings; performed duties as needed by the team.

January 2008 – Present

Freelance Photographer and Designer

Rye Designs, LLC / Burlington, Kentucky

Co-own and manage the operations of a home-based small business featuring family portrait photography, stationery design, and website development services.

June 2008 – August 2009

University Instructor

University of Phoenix / West Chester, Ohio

Taught an introductory public speaking course; adhered to special teaching and learning models; upheld university guidelines and requirements; actively facilitated learning with practical world applications; kept track of student progress and documents.

April 2008 – January 2009

Marketing Communications Administrator

MAG Americas / Hebron, Kentucky

Inventoried, printed, and distributed marketing literature; prepared various resources for trade shows; managed the company store in its entirety; supported the department with necessary administrative tasks; oversaw various projects for company divisions throughout Americas.

May 2006 – April 2008

Project Planning Administrator

MAG Cincinnati / Hebron, Kentucky

Documented budget and project information for new business; updated weekly reports, project data, and machine status; entered payroll hours for shop employees; performed other planning and budget entry tasks as needed.