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Education

Florida State University, Tallahassee, FL
Bachelor of Science, Public Relations May 2011
F.S.U. GPA: 3.96/4.0, Honors Program Member

Florida State University, Tallahassee, FL
Associate of Arts, FSU, May 2009

Experience

Gunster, Tallahassee, FL August 2010-present
Special Project Website Coordinator
Manage and edit web content for Gunster's Boardroom Brief website through a Wordpress content management system. Compose and distribute a daily e-mail marketing campaign to 5,000+ recipients for Gunster's Boardroom Brief top stories and blog posts. Monitor the blogs for feedback and commentary. Ensure the quality and functionality of the website by improving and correcting errors.

Taproot Creative, Tallahassee, FL May 2010-present
Public Relations Intern
Collaborate on new business proposals with suggested edits and ideas. Develop media and grassroots lists. Facilitate client partnerships with community organizations. Draft press releases, web content, and copy for collateral materials. Write and manage blog posts for Taproot Creative's blog. Manage client social media initiatives.

Progress Energy, Crystal River, FL May 2009-August 2009
E-Learning Developer
Developed courseware for Nuclear Generation Group. Programmed content into electronic format for nuclear training courses and NANTeL.

Citrus County Chronicle Newspaper, Beverly Hills, FL August 2007-May 2008
Stringer
Published articles and photos for local community paper.

Tiny Treasures Childcare Center and Preschool, Beverly Hills, FL November 2005-February 2006
Pre-school Teacher
Worked with children from ages 2-10 and performed sanitary procedures.

Classic Photographics, Beverly Hills, FL August 2004-July 2009
Freelance/Assistant Photographer
Photographed various special occasion events, as well as carrying out administrative duties.

Technical Skills

- Adobe Photoshop CS3
- Adobe InDesign CS3
- Adobe Dreamweaver CS3
- Lectora
- Microsoft Office 2007 Word, Excel and PowerPoint
- iWork '09 Pages and Numbers

Affiliations

- Florida Public Relations Association Student Capital Chapter Member
- Lambda Pi Eta National Communication Honor Society Member
- The Honor Society of Phi Kappa Phi Member
- Phi Eta Sigma National Honor Society Member
- Golden Key International Honor Society Member
- The National Scholars Honor Society Member
- The National Society of Collegiate Scholars Member

Achievements

- Florida State University President's List
- Florida State University Dean's List
- Girl Scout Gold Award recipient
- Citrus "LEAPS" Program (Leaderships, Ethics, & Public Service Award)