

EXPERIENCE:

Senior Communications Specialist, Corporate Communications, UnitedHealth Group, MN **Feb. 2017 - present**

- Managing editor for enterprise intranet site, The Hub, reaching 270,000 employees
- Head of enterprise-wide digital signage content for Fortune 6 company
- Plan CEO site visits, and work with executives on speech teleprompter prep
- Plan and execute quarterly Corporate Town Hall and Global Town Hall
- Write weekly status and analytics reports for leaders
- Copywrite scripts and Town Hall Q&As for senior executive leaders

Managing Editor, *Meetings + Events Media*, Tiger Oak Media, Minneapolis, MN **Sept. 2012 - Feb. 2017**

- Oversaw, edited and generated content for 10 national quarterly trade magazines
- Managed seven remote editors, an assistant editor, two web editors and five interns
- Served as editor-in-chief of *Minnesota Meetings + Events*, chairing 13-person board
- Led team to 12 MMPA Publishing Excellence Awards
- Successfully launched three M+E magazines covering NJ, PA and Mountain West

Web Editor, *Community Lifestyle Magazines*, Tiger Oak Media, Minneapolis, MN **Sept. 2011 - Sept. 2012**

- Planned, wrote, assigned, and edited stories and blogs for eight magazine websites
- Managed eight Facebook and Twitter accounts, updating them several times daily
- Produced and wrote eight monthly e-newsletters with Cvent
- Recorded and presented monthly web stats for eight websites w/ Google Analytics

Editor-in-Chief, *Maple Grove Magazine*, Tiger Oak Media, Minneapolis, MN **Feb. 2009 - Jan. 2012**

- Brainstormed story ideas and edited all content for monthly magazine
- Wrote stories in every issue, including annual Best of MG stories
- Managed a staff of freelancers while maintaining a balanced budget
- Recruited and presided over 14-member editorial board

Associate Editor, *VYPE High School Sports Magazine*, St. Paul, MN **Nov. 2008 - May 2009**

- Edited all content and wrote for monthly magazine

Sports Editor/Interim News Editor/Copy Editor, *Faribault Daily News*, Faribault, MN **Nov. 2007 - Oct. 2008**

- Assigned, edited and wrote stories and photos for daily paper and website

Lead Reporter/Interim Editor-in-Chief, *Monticello Times*, Monticello, MN **June 2005 - May 2007**

- Oversaw production and design of all editorial content, print and online
- Edited, assigned and wrote sports and news stories

AWARDS:

- Earned CEB (Gartner) Black Belt in Internal Communications **May 2018**
- Won back-to-back Gold Publishing Excellence Awards for Best Editor's Editorial in Minnesota Magazine & Publishing Association Awards **Nov. 2014 - Nov. 2015**
- Helped lead *Faribault Daily News* to First Place in 2007-08 MNA Contest in category of General Excellence **Jan. 2008**
- Placed First and Third in the Association of Free Community Newspapers Awards for Best Original Photography Used in a Feature Story **April 2007**
- Won First Place for Best Portrait Personality Photo in 2006-07 MNA Contest **Jan. 2007**
- Won First Place for Best Website in 2006-07 MNA Contest **Jan. 2007**

EDUCATION:

Bachelor of Science in Mass Communications
St. Cloud State University, St. Cloud, MN

Graduated Dec. 2004