

MECHELLE J. LITTLE

Denver, Colorado ▪ (303) 748-8550 ▪ mechelle.little@gmail.com

SKILLS AND QUALIFICATIONS

- Experienced in project management methodologies, handling confidential information, event logistics, proofreading and professional writing in Associated Press Style.
- Proficient in Constant Contact, Mail Chimp, Word Press, Google Suite, Cision, Salesforce, Quickbooks, Social Media Platforms, Keynote, Zoom, Adobe and Microsoft Office products.
- Proactive Self-Starter skilled at relationship building.
- Fluent in English and Spanish; also speak Italian and Catalan.
- Exceptional critical thinking and problem-solving skills
- Commitment to quality work product, customer service and meeting strict deadlines.

EDUCATION

University of Denver, Denver, Colorado **March 2019**
Master of Arts in Communication Management, Public Relations concentration

University of Colorado Boulder, Boulder, Colorado **May 2014**
Bachelor of Arts, Communication and Spanish Language and Literature

- CU Global Seminar Study Abroad Program, Barcelona, Spain (Summer 2013)
- CU Business Intensive Certificate, Leeds School of Business (Summer 2012)

PROFESSIONAL EXPERIENCE

Adventure Tours Costa Rica – Denver, CO **2018 to Present**
Freelance Copywriter

- Manage creative development and brand consistency for email and social media marketing campaigns.
- Implement strategy and business requirements to ensure successful business objectives.

Sherman & Howard LLC – Denver, CO **2016 to Present**
Legal Project Specialist

- Provide business development, project, and event support for all practice groups.
- Manage physical and electronic court files and maintaining firm's database.
- Draft, edit, and organize legal documents and Request for Proposals for attorneys and clients.

Rollin Braswell Fisher LLC - Greenwood Village, CO **2016 to 2016**
Litigation & Marketing Assistant

- Provided marketing, litigation, and administrative support for all attorneys and paralegals.
- Assisted clients and vendors, and ensured appropriate follow-through to resolution.
- Completed marketing and public relations projects as assigned.

Native Rank - Denver, CO **2015 to 2015**
Contract Account Coordinator

- Assisted clients with website development, SEO, social media management and keyword optimization to grow their business.
- Created title and Meta tags to maximize client digital marketing performance.

Kutak Rock LLP - Denver, CO **2015 to 2015**
Communications Intern

- Authored, edited, and designed the firm's internal monthly newsletter.
- Drafted reports concerning ongoing firm developments, press releases, publications, and additional marketing materials to support business development efforts.
- Interviewed attorneys and staff for newsletter features to increase motivation and productivity.
- Compiled relevant media lists and contacts for article placement and public relations tracking.

Spanish Institute - Boulder, CO **2014 to 2015**
Marketing and Communications Intern

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- Posted updates for all social media channels (Facebook, Twitter, Pinterest, and LinkedIn).
- Drafted and edited content for the company website, weekly blogs, and online newsletter.
- Assisted with promotions, marketing, and client relations.

VOLUNTEER/COMMUNITY ACTIVITIES

- **National Sports Center for the Disabled** – Winter Park, Colorado **2017 to Present**
Adaptive Ski Instructor
- **Rocky Mountain Hospital for Children** – Denver, Colorado **2018 to Present**
Kids Connection and Pediatric Patient Care Volunteer
- **CU Young Alumni** – Denver, Colorado **2015 to 2019**
Board of Directors
- **Autism Society of Colorado** – Lakewood, Colorado **2016 to 2017**
Marketing and E-Communications Author
- **Colorado Lawyers Committee** – Denver, Colorado **2016 to 2016**
Spanish interpreter & Statistics Coordinator
- **Davis Phinney Foundation** – Boulder, Colorado **2014 to 2015**
Office and Administrative Volunteer