

# MECHELLE J. LITTLE

40 Ogden St., Unit 111 ■ Denver, CO 80218 ■ (303) 748-8550 ■

[mechelle.little@du.edu](mailto:mechelle.little@du.edu)

## ***Professional Experience***

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### **Adventure Tours Costa Rica – Remote**

April 2018 to Present

#### *Freelance Copywriter*

- Implementing and copywriting email marketing campaign five hours each month

### **Sherman & Howard LLC – Denver, CO**

December 2016 to Present

#### *Legal Support Specialist*

- Providing administrative, project and event support for all of the firms practice groups and departments.
- Creating and managing physical and electronic files to the courts and firm's database.
- Drafting, editing and organizing legal documents for attorneys and clients.

### **Rollin Braswell Fisher LLC - Greenwood Village, CO**

April 2016 to December 2016

#### *Litigation & Marketing Assistant*

- Provided administrative, marketing and litigation support for all attorneys and paralegals.
- Answered telephone, responded to and assisted clients & vendors, provided customer service and assured appropriate follow-through and/or resolutions.
- Handled marketing and public relations projects as assigned.

### **Native Rank - Denver, CO**

September 2015 to December 2015

#### *Contract Account Coordinator*

- Set up new website and other SEO accounts for clients.
- Assisted clients with social media management and keyword optimization.
- Developed title tags and meta descriptions to improve digital marketing performance.

### **Kutak Rock LLP - Denver, CO**

June 2015 to August 2015

#### *Communications Intern*

- Wrote, edited and designed the firm's internal newsletter on a monthly basis.
- Drafted recent developments stories, press releases, publications, and additional marketing materials.
- Interviewed attorneys and staff for employee profiles and features.
- Compiled media lists of publications and contacts for public relations tracking.

### **Spanish Institute - Boulder, CO**

November 2014 to March 2015

#### *Marketing and Communications Intern*

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

### **Lacuna LLC - Boulder, CO**

December 2014 to September 2015

#### *Administrative Assistant*

- Handled invoices, expense reports, credit card bills, and received payments in QuickBooks and Salesforce.
- Completed and organized paperwork for new employees, businesses and stockholders.
- Proofread and edited quarterly investor letters and marketing proposals for portfolio companies.

### **University of Colorado Calling Center - Boulder, CO**

July 2014 to December 2014

#### *Graduate Student Caller*

- Conducted fundraising calls to constituents of the institution to market the university, achieve goals and increase the number of donations for a variety of scholarship programs.

## ***Education***

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### **University of Denver – Denver, Colorado**

*Master of Arts in Communication Management, concentration in Public Relations*

Class of 2019

### **University of Colorado Boulder - Boulder, Colorado**

*Bachelor of Arts, Communication and Spanish Language & Literature*

Class of 2014

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

### **Volunteer/Community Activities**

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National Sports Center for the Disabled - Denver & Winter Park, Colorado

Adaptive Recreation for Childhood Health (ARCH) – Aurora, Colorado

Colorado Lawyers Committee – Denver, Colorado

CU Young Alumni (CUYA) – Denver, Colorado

Davis Phinney Foundation – Boulder, Colorado

Autism Society of Colorado – Lakewood, Colorado

Rocky Mountain Hospital for Children – Denver, Colorado

*Adaptive Ski Instructor*

*Ski Instructor & Volunteer*

*Interpreter & Statistics Coordinator*

*Secretary – Board of Directors*

*Office & Administrative Volunteer*

*Marketing & E-Communications Writer*

*Kids Connection & Patient Relations*

### **Special Skills, Qualifications and Interests**

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- ☐ Member of Public Relations Society of America (PRSA) and Toastmasters International.
- ☐ Experience working with Project Management and writing in Associated Press Style.
- ☐ Fluent in English, Spanish; also speak Italian and Catalan.
- ☐ Exceptional organizational and interpersonal skills; commitment to multi-tasking and meeting deadlines.
- ☐ Participating in figure skating, skiing, cycling, running and volunteering in my community.