

# Rachael D. Chapman

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## Objective

To obtain a career that will allow me the opportunities, challenges and experiences to further develop both as an individual and professional.

## Education

### **B.A., COMMUNICATIONS | MAY 2010 | EASTERN KENTUCKY UNIVERSITY**

- Major: Broadcast Communications/Media Studies
- Minor: Public Relations
- Related coursework: Video Production & Editing, Writing & Reporting News, Media Law, Public Relations Writing, Public Relations Principles, Performance in Electronic Media, News Writing, Basic Media Skills, Computer Lit with Software Application.

## Skills & Abilities

- Four years undergraduate education in Broadcasting and Electronic Media/Multimedia Journalism. Two years of undergraduate study in principles of public relations and media law. Four+ years' experience writing, editing for print and video, graphic design, website content management and experience with audio/visual web conferencing software. Experience with Adobe Creative Cloud, Adobe Connect, WebEx, Presenter, Adobe Captivate and a variety of other audio visual software and equipment. Experience with Microsoft Office, Outlook and SharePoint. Four years' experience in management and sales acquisitions. Five years instructional experience in exceptional and middle school education. Volunteer with students K-8 in tutoring and behavior intervention. Three years sponsoring 300+ member service and leadership program-planning, organizing and managing community outreach. Experience preparing, implementing and leading professional development. Experience managing, reporting and further developing educational/student growth. Managing, tracking and reporting sales. Five+ years' experience working in physical therapy and sports medicine-CPR & First Aid certified. Strong verbal and written communication skills. Motivated, driven, flexible and organized team player with natural leadership abilities.

## Professional Experience

### **MEDIA PRODUCER DIRECTOR|TENNESSEE DEPARTMENT OF HEALTH | JUL 17-CURRENT**

- Responsible for professional communications work of average difficulty in directing and producing public affairs and/or instructional television programs, or media and performs related work as required.

**LITERACY SPECIALIST | JEFFERSON COUNTY PUBLIC SCHOOLS | AUG 2014-OCT 2017**

- Provide instruction, counseling, appropriate learning material and experiences for participants and provide evaluation of students' progress and achievement.
- Plan and implement parent and child interactions and activities.
- Implement comprehensive education program for participants under the supervision of classroom teacher when appropriate.

**ECE INSTRUCTIONAL ASSISTANT | JEFFERSON COUNTY PUBLIC SCHOOLS | AUG 2012- JUNE 2014**

- Assist teacher in educational needs of classroom. Also in behavior management within the classroom.
- Plan and implement parent and child interactions and activities.
- Implement comprehensive education program for participants under the supervision of classroom teacher when appropriate.

**SALES & ACQUISITION MANAGER | PHC OF MISSOURI | MAY 2011-JULY 2012**

- Manage associates & track sales
- Sales & growth reporting
- Travel with company for acquisitions and new store conversions
- Reporting & Auditing duties
- Employee Training and Recruiting
- Assisted in the creation of employee handbook and internal communication

**STATION INTERN | WEKU RADIO EASTERN KENTUCKY UNIVERISTY | SPRING 2010**

- Writing copy/editing copy
- Managed station events and programming schedule on website
- Assisted in planning and overseeing fundraising events

**SALES MARKETING INTERN | WDKY FOX 56 | FALL2009**

- Track and report advertising sales
- Managed programming and community events schedule online
- Reviewing & editing copy

**PHYSICAL THERAPY TECHNICIAN | UNIVERSITY OF LOUISVILLE | AUG 2004-MAY 2006**

- Administrative & clerical duties
- Communicate with patient, families and staff throughout the hospital
- Worked inpatient & outpatient services
- Reporting & supply ordering
- Assisted in physical, occupational and speech therapy

## Professional References

- Stephanie [jeffers-stephanie.jeffers@jefferson.kyschools.us](mailto:jeffers-stephanie.jeffers@jefferson.kyschools.us) 502-641-7243
- Shaquallah Shanks- [shaquallah.shanks@tn.gov](mailto:shaquallah.shanks@tn.gov) 915-443-1393
- Amber Jackson- [amber.jackson@tn.gov](mailto:amber.jackson@tn.gov) 615-788-4398
- Jana Petrovski- [jana.petrovski@jefferson.kyschools.us](mailto:jana.petrovski@jefferson.kyschools.us) 502-387-5835
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