

SUMMARY

Hardworking and curious gal interested in writing with you.

SKILLS

Writing | Creative Concepting | Organizational Management | Strategic Planning | Project Management

EXPERIENCE

01/2017 TO 06/2017 *Little Rock, AR*

COPYWRITER; GWLAdvertising

- Wrote commercials for broadcast mediums TV, radio, and Pandora
- Wrote web content, press releases, and other content for various publications
- Created onboarding and reference tools to aid in training and streamline information
- Wrote copy for print and digital ads
- Proofed copy using standard Proofreading Marks and AP style guide

03/2016 TO 11/2016 *Springfield, MO*

BARTENDER; [Tropical Liqueurs](#)

- Handcrafted beverages for clientele.
- Anticipated customers' wants by discerning body language and their previous attendance
- Worked a POS: managed money and credit cards
- Offered Exceptional Customer Service
- Made large batches of mixed beverages for slushy machines
- Cleaned the entire restaurant every single night, including vomit on urinals!

12/11/2015 TO 7/1/2016 *Springfield, MO*

IMAGE CURATOR; Springfield Public Schools

- Managed projects and coordinate efforts with teachers and administrators, including [Choice Lottery](#)
- Lead team meetings with Greater Ozarks Cooperating Schools, created deadlines, and managed schedules
- Wrote promotional material including web and print
- Planned and coordinated [GOCSD's](#) Innovation Summit
- Secured \$15000 in corporate sponsors to support Innovation Summit

01/20/2015 TO 2/28/2016 *Springfield, MO*

PROJECT MANAGER; Springfield Community Gardens

- Managed projects and coordinated efforts with neighborhoods and community leaders
- Lead all educational activities and designed workshops
- Wrote promotional materials for web and print
- Developed High Yield Crop Farmer Training Program
- Created online filing system in Google Drive
- Wrote grants and strategically brainstormed other revenue channels

8/20/2014 TO 01/2015: ReSchedule|Med (start-up whose software automates scheduling for medical residency programs) Champaign, IL & Mountain View, CA

PROJECT MANAGER & SALES; ReSchedule | Med; B2B Sales

- Member of start-up incubator, YCombinator in Silicon Valley-- Winter 2015 batch.
- Managed daily operations, created deadlines, and coordinated projects and tasks
- Wrote copy for media outlets; published in [MATTERChicago](#)

- Co-wrote copy for website reschedulemed.com
- Wrote business plan; developed customers through onsite visits, phone calls and emails
- Co-wrote SBIR grant and wrote pitches for ICORPS workshops and angel investors

8/20/2013 TO 8/16/2014: Springfield Urban Agriculture Coalition Springfield, MO

DEVELOPMENT COORDINATOR; AMERICORPS VISTA

- Built capacity by developing processes and procedures
- Developed programming by building financial support through sponsorships and fundraisers
- Wrote and edited all social media content including website and Facebook page
- Developed, designed, and wrote all administrative documents and informational packets
- Formatted, designed, wrote, and edited Standard Operating Procedures manual
- Created systems for documentation
- Grant Writer—earned \$18,000 for organization

1/1/2009 TO 1/1/2010 LO-Profile Magazine Lake Ozark, MO

WRITER; [LO Profile](#)

- Organized interviews and conducted interviews for stories
- Wrote, edited and proofread copy in AP; wrote feature stories and human interest pieces
- Worked closely with Publisher and Editor to mark copy

06/1/2007 TO 01/01/2013 Lake Ozark, MO & Springfield, MO

BARISTA; Starbucks Coffee Company

- Hand crafted beverages and gave legendary customer service
- Managed money and worked POS system
- Opened and Closed store and followed cleaning duties per shift standards
- Followed FIFO method and other health standards via OSHA and ECOSURE

EDUCATION

01/2010 TO 12/2012 Missouri State University Springfield, MO

MASTERS OF ARTS IN TEACHING: TBD Fall 2017

Hold a Missouri Initial Professional English Certificate for 5-12 grades

8/2002 TO 12/2006

B.A. COMMUNICATION ARTS Hannibal-LaGrange University Hannibal, MO

Emphasis in Journalism/Public Relations

- Copy-Editor and Columnist for campus newspaper, Horizons
- Academic All-American and Captain of Womens' Varsity Soccer