

SAVANNA MERTZ

EDUCATION

M.A. Leadership

Dallas Baptist University
Aug. 2017 - Dec. 2018

B.A. Intercultural Studies, Business

Honors Program Graduate
Dallas Baptist University
Aug. 2014 - Aug. 2017

SKILLS

Microsoft Word

Outlook

PowerPoint

Excel

Publisher

WordPress

Instagram

Twitter

Pinterest

Facebook

Canva

Basic HTML

Servant Leadership

Cultural Intelligence

Adaptive Problem Solving

CONTACT

savannavm@gmail.com

806-663-3372

References are available
upon request

RELEVANT EXPERIENCE

Student Coordinator - Senior Writing Consultant Dallas Baptist University Writing Center

Feb. 2015-
Present

Draft and edit memos, reports, and news blurbs, at director's request
Communicate services via flyers, brochures, presentations, and handouts
Develop and implement staff training curriculum
Write and edit content informational and entertainment blogs
Assist students with writing, grammar, formatting, and composition needs

Assistant to Tracey - Intern Tracey Mitchell Ministries

May 2018-
Present

Represent Tracey's voice in written and verbal communications to contributors
Provide ideas for writing and speaking projects
Brainstorm, produce, and proof marketing content

Student Writer College Xpress

Aug. 2015 -
May 2016

Composed intriguing pieces targeted to college students
Self-managed ideas, content, and deadlines
Represented Dallas Baptist University's brand and mission

Social Media and Communications Volunteer All Nations Church, Boston, MA

Jun. 2016 -
Present

Modify, expand, and edit web content
Interviewed members and wrote feature pieces
Manage Instagram visual and written content

Business Plan Adviser Prison Entrepreneurship Program

Sept. 2017-
Present

Coach program participants on business planning, marketing, and strategy
Edit and advise on proposals, résumés, and autobiographies

Family Ministry Intern First Baptist Church, Pampa, TX

May 2015-
Aug 2015

Coordinated children and family activities
Planned and marketed events