

RESUME OF AIESHA D. LITTLE

OBJECTIVE Knowledgeable professional seeking the opportunity to work collaboratively across departments and job functions to develop and deliver communications that inspire others

SKILLS & ABILITIES

- *Active Listening
- *Collaboration
- *Communication
- *Editing
- *Flexibility
- *Presentation
- *Public Speaking
- *Writing

**PROFESSIONAL
EXPERIENCE**

ASSOCIATE COMMUNICATIONS/ENGAGEMENT MANAGER, EG AMERICA

April 2018 – December 2019

Cincinnati, Ohio

- *Managed Human Resources communications for EG America's nearly 1,700 convenience stores across 31 states (payroll, recruiting, benefits, etc.)
- *Implemented EthicsPoint, company-wide platform for ethics-related concerns (contract negotiation to rollout)
- *Lead efforts to revamp company-wide handbook to incorporate recent acquisitions
- *Temporarily managed employee relations investigations in EthicsPoint platform
- *Created office closure plan for dissolution of Cincinnati location
- *Temporarily handled payroll inquiries during transition to new payroll system

ASSOCIATE COMMUNICATIONS/ENGAGEMENT MANAGER, THE KROGER CO.

April 2013 – April 2018

Cincinnati, Ohio

- *Managed internal communications channels and engagement initiatives for Kroger's Convenience Stores Division, including quarterly newsletter and e-newsletters
- *Managed the C-Stores Division's groups on the company's internal business social network (Yammer-certified community manager)
- *Temporarily handled public relations inquiries for corporate C-Stores and Small Format teams
- *2014 Kroger Community Service Award winner for the C-Stores/Small Format Division

ASSOCIATE COMMUNICATIONS SPECIALIST, THE KROGER CO.

June 2010 – April 2013

Cincinnati, Ohio

*Managed daily, weekly and monthly corporate content for internal company-wide communications channels (print and web)

FREELANCE WRITER/EDITOR

June 2010 – Present

Cincinnati, Ohio

*Write pieces for local, regional and national media outlets, including Cincinnati Magazine

*Specialize in communications, marketing and public relations projects for small businesses and nonprofits

SENIOR ASSOCIATE EDITOR, CINCINNATI MAGAZINE

May 2010 – June 2010

Cincinnati, Ohio

*Wrote features, departments, and front-of-the-book/back-of-the-book pieces

*Hired and trained editorial interns; managed monthly fact-checking process

ASSOCIATE EDITOR, CINCINNATI MAGAZINE

October 2004 – May 2010

Cincinnati, Ohio

*Wrote features, departments, and front-of-the-book/back-of-the-book pieces

*Hired and trained editorial interns; managed monthly fact-checking process

*Worked as the magazine's part-time editorial assistant in 2001 and 2002

*Compiled and edited copy for magazine's first city guide, a stand-alone publication, as contributing editor in summer 2002

ASSOCIATE EDITOR, EDTECH MAGAZINE

April 2003 – September 2004

Vernon Hills, Illinois

*Assigned and edited articles for EdTech, the company's education technology quarterly magazine

EDITORIAL SPECIALIST, CDW

January 2003 – September 2004

Vernon Hills, Illinois

*Assigned and edited articles for customer catalogs published by the technology reseller

TEMPORARY EDITOR, REED BUSINESS INFORMATION

October 2002 – November 2002

Oak Brook, Illinois

*Compiled and edited data for The Ashley Group's high-end home renovation books

BEAT REPORTER, THE POUGHKEEPSIE JOURNAL

August 1999 – July 2000

Poughkeepsie, New York

*Covered the town and village of Rhinebeck, and the Rhinebeck and Pine Plains' school districts

**VOLUNTEER
EXPERIENCE**

VOLUNTEER PR/MARKETING CHAIR, MELODIC CONNECTIONS

September 2008 – January 2016

Cincinnati, Ohio

*Solicited media coverage for this music therapy nonprofit, which offers adapted guitar and piano lessons to individuals with special needs

*Successfully pitched stories on Melodic Connections to *The Cincinnati Enquirer*, *Soapbox Cincinnati*, WCPO/Channel 9, *Domestica Magazine*, WVXU's "Around Cincinnati," and more

*Secured several grants and sponsorships from local organizations for Melodic Connections, including a SEO grant from Purple Trout LLC and a charitable partnership with The Pandora Society for Pandoracon (a local sci-fi convention) in 2013

*Consulted on a case-by-case basis in media matters, including social media initiatives throughout 2015 while new volunteer PR/Marketing chair was on-boarded

EDUCATION

XAVIER UNIVERSITY - CINCINNATI, OH - ENGLISH LITERATURE

2000 – 2002

Activities and Societies: Graduate Assistant, Office of Multicultural Affairs; Graduate Advisor; Student Organization of Latinos (SOL)

CENTRAL MICHIGAN UNIVERSITY, MOUNT PLEASANT, MI - B.S., JOURNALISM (1999)

1995 – 1999

Activities and Societies: Multicultural Advisor/Resident Assistant, Office of Residence Life; Reporter, *CM Life* (student newspaper); Co-Founder, Minority Media Professionals Association

ORGANIZATIONS

MEMBER, INTERNATIONAL ASSOCIATION OF BUSINESS COMMUNICATORS

August 2011 – January 2016, November 2019 – present

CHAIR, GENERATION J COMMITTEE, SOCIETY OF PROFESSIONAL JOURNALISTS

July 2009 – June 2010

VICE PRESIDENT/PROGRAMMING CHAIR, GREATER CINCINNATI SOCIETY OF PROFESSIONAL JOURNALISTS

March 2008 – June 2010

NATIONAL MEMBER, SOCIETY OF PROFESSIONAL JOURNALISTS

September 1998 – June 2010

NATIONAL MEMBER, NATIONAL ASSOCIATION OF BLACK JOURNALISTS

May 1995 – November 2009

PANEL COORDINATOR, 2009 CONVENTION, SOCIETY OF PROFESSIONAL JOURNALISTS

August 2009

PROFESSIONAL ADVISOR, UNIVERSITY OF CINCINNATI ASSOCIATION OF BLACK JOURNALISTS

August 2006 – June 2009

PANEL COORDINATOR, 2008 UNITY: JOURNALISTS OF COLOR CONVENTION
July 2008

COURSES Currently taking Udemy courses on digital marketing, Adobe Photoshop, Adobe Illustrator, and Adobe Premiere Pro

REFERENCES **AVAILABLE UPON REQUEST**