

LINDSEY SANDELLA

1925 E. ELM AVENUE STILLWATER, OK 74075 ♦ 918 688 8501 ♦ LINDSEY.SANDELLA@OKSTATE.EDU

EDUCATION

BACHELOR OF ARTS IN JOURNALISM AND BROADCASTING
EMPHASIS IN PUBLIC RELATIONS
OKLAHOMA STATE UNIVERSITY, STILLWATER
JULY 2009

COMMUNICATION EXPERIENCE

TEAM MEMBER
JB 4520: SOCIAL MEDIA, OKLAHOMA STATE UNIVERSITY
JANUARY-MAY 2009
♦ SUCCESSFUL IN DESIGNING AND DEVELOPING THE COLLEGE OF JOURNALISM AND BROADCASTING FIRST SOCIAL MEDIA WEBSITE, SOCIALLY ORANGE
♦ EXPERIENCED IN ALL AREA'S OF SOCIAL MEDIA DEVELOPMENT AND MANAGEMENT

CHILD CARE TAKER
PRIVATE RESIDENCE, TULSA, OK
MAY 2005-AUGUST 2008
♦ JUDICIOUS IN CARRYING OUT ASSIGNMENTS WITHOUT DIRECTION
♦ DEMONSTRATED ORGANIZATIONAL AND TIME MANAGEMENT SKILLS
♦ OUTGOING AND ENERGETIC WITH STRONG COMMUNICATION AND INTERPERSONAL SKILLS

STUDENT STUDY ABROAD PROGRAM
OKLAHOMA STATE UNIVERSITY
MARCH 2006
♦ EXPERIENCE IN TRAVEL AND CULTURE FROM ABROAD CREDIT OPPORTUNITES
♦ PROFICIENT IN FRENCH

SOFTWARES AND SOCIAL MEDIA EXPERIENCE
♦ MICROSOFT EXCEL AND WORD
♦ PHOTOSHOP
♦ INDESIGN
♦ TWITTER
♦ FACEBOOK
♦ MYSPACE

INTERPERSONAL EXPERIENCE

HEALTH CLUB EMPLOYEE
BODYWORKS HEALTH CLUB, STILLWATER, OK
AUGUST 2008-JANUARY 2009
♦ ABILITY TO WORK WELL WITHIN A TEAM, HANDLE MULTIPLE TASKS AND IDENTIFY AND SWIFTLY SOLVE PROBLEMS
♦ STRONG COMPUTER PROFICIENCY SKILLS
♦ WELCOMED CUSTOMERS BY NAME AND PROVIDED EXCELLENT CUSTOMER SERVICE

RETAIL EXPERIENCE

RETAIL CLERK
ULTA COSMETICS, TULSA, OK
AUGUST 2004- MAY 2005
♦ PROCESSED TRANSACTIONS ACCURATELY AND EFFICIENTLY TO BUILD CUSTOMER CONFIDENCE AND TRUST
♦ IDENTIFIED CUSTOMER NEEDS AND REFERRED THE APPROPRIATE PRODUCTS AND SERVICES
♦ RESOLVED BASIC SERVICE ISSUES OR REFERRED TO THE APPROPRIATE ASSOCIATE TO GUARANTEE CUSTOMER SATISFACTION AND RETENTION