Melinda Carter

1111 Twin Creek Dr. Pflugerville, TX 78660 carter.m.melinda@gmail.com 918.232.8810

***Objective***

Obtain a full-time position.

Education

Oklahoma State University, Stillwater, OK

Bachelor of Science in Political Science GPA-3.8

Major: Political Science

 Advertising

Experience

**Advertising Intern** May 2009-July 2009

**501 Post Productions, Austin, Texas**

* Worked in Client Services to guarantee customer satisfaction
* Learned basic for linear and nonlinear editing in Final Cut Pro 6
* Consolidated, synchronized and edited all video advertisements for a client’s Web page

**Co-Campaign Manager** May 2006-Nov. 2006

**Oklahoma State House of Representatives, District 36, Wynona, Oklahoma**

**Fundraising**

* Created and implemented themes for fundraising
* Synchronized personal, event and volunteer calendars for campaign

**Publicity**

* Researched events for candidate to improve name recognition
* Coordinated volunteers through several events

**Interpersonal**

* Corresponded with county chair and government offices
* Acted as liaison between candidate and various private and governmental organizations

**Secretary**  May 2006-Present

**E.W. Carter Oil Company Inc., Hominy, OK**

* Manage inventory

**Secretary**  May 2000-Present

**C&G Oilfield Equipment, Hominy, OK**

* Answer phones, file documents, stock shelves and ensure customer service

Related Activities

* Phi Kappa Phi National Honor Society
* OSU Ad Club
* Golden Key International Honor Society
* OSU Chair, Oklahoma Intercollegiate Legislature
* Chair of Appropriation Committee, Oklahoma Intercollegiate Legislature
* Senator, OSU Student Government Organization
* Senator, Off-Campus Student Organization

Volunteer

* Oklahoma State University SGA Interacted and guided students
* Wynona Chamber of Commerce Founded and served as member for one term
* Hominy Chamber of Commerce Served as a consultant and fundraiser
* Hominy Elementary School Researched and created education material

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1011 N. Eastern Hominy, OK 74035 Mel20\_87@hotmail.com 918.232.8810

***Professional References***

Representative Eddie Fields, State Representative

Oklahoma State House of Representatives

Room 338

2300 N. Lincoln Blvd.

Oklahoma City, OK 73105-4885

eddie.fields@okhouse.gov

405.557.7322 Work

918. 636.7282 Personal

Bob Darcy, Regents Professor of Political Science

Oklahoma State University

2215 W. Fifth Ave.

Stillwater, OK 74074

405.744.5641 Work

405.624.0381 Home

Mitchell Bass, Machine Room/Junior Editor

501 Post Productions

501N. IH-35

Austin, TX 78702

Mitch@501post.com

512.476.3876 Work

512.477.3912 Fax

Roy Kelsey, Associate Professor of Journalism and Broadcasting

Oklahoma State University

313 Paul Miller Building

Stillwater, OK 74078-4053

roy.kelsey@okstate.edu

405.744.8267 Work

 Personal References

Frank Davis, Owner of Davis Pipe Testing

1515 Rock Ridge Drive

Cleveland, OK 74020

frank@fdavisoil.com

918.358.5272 Work

918.358.3174 Home