Victoria Leigh Massey

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EMPLOYMENT

Nov. 2008- Present | **Transcriber** |Oklahoma State University | Stillwater, Okla.

- Edit and transcribe audio interviews of native Oklahomans
- Utilize Microsoft office and express scribe
- Type over 90 wpm

May 2011-Present | **Waitress** |Tokyo Pot | Stillwater, Okla.

- Open and close restaurant and communicate/train new hostesses
- Provide excellent customer service
- Assist customers in a unique dining experience

PROFESSIONAL EXPERIENCE

Jan. 2011-April 2011| **Intern** | Individual Artists of Oklahoma | Oklahoma City, Okla.

- Assist executive director in executing event planning, write press releases, update QuickBooks, selling and archiving artwork, closing art gallery, updating social media and the organization's website
- Gained knowledge in the management of a 501(c) non-profit organization

EDUCATION

Expected degree | May 2012 |Oklahoma State University | Stillwater, Okla.

- B.S. Journalism and Broadcasting/ Public Relations
- Current grade point average: 3.6/4.0

SKILLS

Event Planning, Microsoft Office, WordPress, Blogger, Twitter, Facebook, Adobe CS5, AP Style Writing, Press Releases, Newswriting, Media Kits