**Tasha Richmeier**

trrichmeier@scatcat.fhsu.edu

**Education**

**B.A. Communication,** May 2012

Fort Hays State University, Hays, KS

Emphasis in Public Relations

**Qualifications**

-Advanced Experience with Microsoft Suite and Adobe Suite

-Three years experience with planning, coordinating, and working promotional events

-Experience in authoring press releases and radio scripts

-Strong organizational and interpersonal skills

**Professional Experience**

**Kansas Scholastic Press Association Assistant Director, Spring Semester 2012**

Fort Hays State University, Hays, KS

-Chaired group of students in assisting Director of KSPA high school journalism competition for 2012

-Collaborated with more than 20 high schools to coordinate students, competitions, and judges

-Developed portfolio for future competition reference

**Marketing Intern, Summer 2010**

Nex-Tech Wireless, Hays, KS

-Helped promote Nex-Tech Wireless through written communication as well as social media outlets

-Assisted with marketing campaigns by brainstorming with other team members about possible promotions and events

-Worked closely with the Marketing Supervisor and Director to create and plan events in the community to promote Nex-Tech Wireless

**Work Experience**

**Marketing Coordinator, June 2011 to present**

Nex-Tech Wireless, Hays, KS

Nex-Tech Wireless is a premiere wireless provider offering high-tech wireless solutions to residents in 40 counties of central and western Kansas

 -Manage and implement social media strategies

-Develop press releases and radio scripts to promote Nex-Tech Wireless and its services

-Brainstorm, plan, and execute promotional events

**Retail Sales Representative, September 2008 to June 2011**

Nex-Tech Wireless, Hays, KS

-Promoted and sold products and services to new and existing customers by providing outstanding customer service

-One of the top sales representatives for the retail team, maintained an average of 90% of sales quota each month

-Organized, prioritized, and handled multiple projects at one time, which included customer follow-ups, planning and executing events

**Retail Sales Associate, August 2005 to September 2008**

JCPenney, Hays, KS

 -Assisted customers with purchases

 -Worked with cash drawer, including daily deposits and reconciling

 -Met sales quota on a monthly basis

**Activities**

**Big Brothers Big Sisters, September 2010 to September 2011**

Ellis County Chapter

 -Planned weekly activities for myself and my little

**References available upon request**