**Education**

Oklahoma State University, Stillwater Graduation: May 2012

Bachelor of Arts in Journalism and Broadcasting

 Major: Public Relations

**Work ExperiencE**

In Touch Communications Ardmore, OK

(Administrative assistant, file clerk) Summer 2009

* Responsible for filing and answering phones
* Counted inventory and worked cash register
* Helped meet store goals and objectives
* Maintained a friendly and welcoming environment

Camp Longhorn Bernett, TX

(Camp Counselor) Summer 2010

* Counseled and lived with 14 4th graders for 3 weeks
* Served as a role model for all ages of boys and girls

Children’s Hospital Foundation Oklahoma City, OK

 (Public Relations Intern) Summer 2011

* Served as an internal associate
* Wrote media advisories and news releases targeting mass media for upcoming events
* Created programs and table cards for Children’s Miracle Network Hospital events
* Interviewed associates from Love’s Country Store and Travel Stops and wrote the feature story for the 2012 magazine.

**Leadership & Service**

Kappa Kappa Gamma (National Women’s Fraternity) Aug 2008-Present

* Standards Representative Jan 2009-Dec 2010
* Varsity Revue Director Nov 2010-March 2011

 -Directed a 40 person cast Nov 2011-March 2012

 -Choreographed dances for show production

* New Member Assistant Spring 2009-Fall 2010
* New Member Chairman Spring 2010-Fall 2011
* Active participant in philanthropic events Oct 2008-Present

 (The Big Event, Into the Streets, Breakfast & Books, Juvenile Diabetes Research Foundation, Reading is Fundamental)

* Freshman Follies Fall 2008
* Relay for Life-Executive Committee Fall 2008-Spring 2009
* Public Relations Student Society of America Fall 2008-Spring 2009
* OSU Peer Mentor Spring 2010
* Oklahoma State University Dance Marathon Fall 2011-Present

 -Overall Director

 -Raised $37, 500

 -Received the Outstanding New Program for Students Award: April 4, 2012

**Computer Skills**

Familiar with excel, Word, Powerpoint, GARAGE BAND, Twitter, FIREWORKs, iMOVie