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New Canton, VA 23123 VisualCV: [www.visualcv.com/flippentw](http://www.visualcv.com/flippentw)

**Objective**

 To transition to a career field that will fully utilize my knowledge, skills and abilities in the areas of communication and public service through commitment and a steadfast work ethic.

**Qualifications**

* Excellent communication and customer service skills
* Written Journalism skills
	+ Authored articles for news, feature, investigative, and editorial assignments
	+ Articles have been published in print and online for *The Rotunda*, Longwood University’s newspaper
	+ Worked under tight and extended deadlines
* Broadcast Journalism skills
	+ Created scripts for both filmed and audio media
	+ Strong filming and editing skills
	+ Comfortable in front of and behind the camera
* Graphic Design skills
	+ Designed a variety of communication literature such as magazine covers and newspaper spreads
	+ Experience in web design
* Social Media skills
	+ Trained in ethical marketing practices required for usage of social media
	+ Skilled with media applications such as Facebook, Twitter, and blogging
* Skilled in Public Speaking
* Training in Media Law, Interpersonal Communications, Conflict Management, Ethics
* Proficient with Microsoft Office Suite
* Adept in Publishing Software including Final Cut, Adobe Photo Shop, InDesign, Garage Band
* Effectively leads or contributes to team objectives

**Experience**

2006 - Present **Contractor Assistant**

 Ted Flippen and Son General Contractor

Provides assistance for all construction methods such as plumbing, HVAC, framing, electrical, and excavation. Applies regulatory requirements in relation to building code and construction safety for various localities in the Commonwealth. Provides estimates including calculating time assessments and cost for labor and material. Works cooperatively with all team members ensuring assistance is provided as needed.

May – Aug 2011 **Admissions Office Student Intern**

 Longwood University Admissions Office

Led information sessions and conducted campus tours to market Longwood University to prospective transfer and incoming students. Developed presentation unique to middle school students to initiate college preparatory awareness. Managed Twitter and Facebook accounts for the Admissions Office. Conducted marketing campaigns for outreach to local high schools, directed toward prospective students. Performed general office assignments in accordance with procedures utilizing standard office equipment.

**Education**

2009 – 2012 **Longwood University**

Graduated *Magna cum Laude*

Bachelor’s Degree in Communication Studies with a concentration in Mass Media and minor in History