**Janet Jenkins**

1455 N. Summit Ave.

Springfield, MO 65802

Cell: (573)680-5177

Email: [JanetJenkinsMSU@gmail.com](mailto:JanetJenkinsMSU@gmail.com)

**Education**

**Missouri State University**

Public Relations Major/Intercultural Communication

Anticipated Graduation May, 2014

**Professional Experience**

**Public Relations Junior Associate**

Springfield Cardinals 417-869-4274

* Communicates with customers, employees and others

to answer questions and explain information.

* Created solutions with disgruntled clientele.
* Prepared materials to send out to potential clients.
* Trained new staff members. Jan-Present

**Volunteer Experience**

**Breast Cancer Foundation of the Ozarks-Volunteer PR Associate**

Created and Managed PR media

Attended Stakeholder meetings and actively participated in brainstorming

**American Heart Association -Site Coordinator**

Managed thirty high school volunteers

Logistical set up for heart walk

[**Kirchner**](http://www.google.com/url?sa=t&rct=j&q=kirchner%20special%20learning%20center%20jeff%20city%20mo&source=web&cd=2&cad=rja&ved=0CDYQFjAB&url=http%3A%2F%2Fwww.merchantcircle.com%2Fbusiness%2FKirchner.H.Kenneth.School.573-751-7142&ei=lIuhUO3WDIqA2wWX8oDYDg&usg=AFQjCNF_qt7vdI9go7VMwQs-YR0q7GAw4w) **Special Learning Center**

Provided help and assistance to children with special needs

Followed detailed time schedules set up by supervisors 2010

**Professional Skills**

* Communication Auditing -Time Management
* Social Media Knowledge -Crisis Communication
* Internal Communications -Conflict Resolution
* Public Speaking -Consumer Relations
* Microsoft Office -Research

**Professional Affiliations\***

Public Relations Student Society of America (PRSSA)

Entertainment Management Association (EMA)

National Honor Society of Communication Studies (Lambda Pi Eta)