

## EXPERIENCE

### Product Coordinator | Appearance

- Worked with the Foureyes team on a 30 day contract. Supported sales and setup teams during a CRM project and worked with account executives to ensure client satisfaction.
- Performed onboarding and account support for new clients. Educated clients on technology and services, completed technical account setup and established channels of communication.
- Assisted in business to business sales; conducted initial outreach, scheduled demonstrations and helped present service summaries.

August  
- September 2017  
Portland, OR

### Intern | Davis Elen Advertising

- Directly represented clients in local media outreach and sampling to facilitate acquisition of earned media.
- Participated in conference calls and strategy meetings; shadowed and supported account executives and media planners.
- Composed and scheduled monthly social media calendars across dozens of regional accounts facing 75,000+ followers. Monitored engagement and interacted with publics on social media to enhance client reputation.

April - August  
2017  
Portland, OR

### Intern | SOJC Communications Office

- Wrote and scheduled daily social media posts for 8,000+ followers, covering weekly featured work, articles and SOJC events.
- Worked with a team to document SOJC events and create a number of media assets including videos, photos, and graphics for promotional use.
- Planned, shot, and edited three promotional videos covering student work, SOJC resources and featured classes. Videos drove increased student involvement for Writing Central and the Insights and Analytics Lab.

September 2016  
- March 2017  
Eugene, OR

## LEADERSHIP

### Advisory Board Member | UO Club Sports

Trained club presidents, assisted teams with managerial duties, and kept tabs on six club teams. Worked with other board members to manage budget allocation, represent Club Sports at ASUO Senate meetings, and improve the program as a whole through website updates, fundraisers, etc.

June 2016  
- March 2017  
Eugene, OR

### University of Oregon Men's Volleyball Club

Club president, team captain, general manager, coach, treasurer, baller.

September 2013  
- March 2017  
Eugene, OR

## SKILLS

Adobe Audition, Illustrator, InDesign, Photoshop, Premiere Pro (CS6 & CC).  
Final Cut 7&X, Qualtrics, Hootsuite, Sprinklr, Asana, CRM's, Office Suite.  
DSLRs, cinema cameras, stabilizers, microphones, lighting gear.  
WordPress & Squarespace wrangler. Computer builder.

## EDUCATION

### University of Oregon

Bachelor of Arts in Journalism; Advertising & Public Relations majors.

September 2013  
- June 2017