# Work Experience

**Nashville Business Journal,** Office Administrator | February 2019 – May 2020

* Created copy for social media to increase event participation and page views
* Brainstormed potential event themes and promotion strategies with the events department
* Responsible for weekly newspaper package: postal weight calculation and ad/editorial ratio and printer instructions
* Processed office invoices for payment using WorkDay
* Processed credit card payments for over the counter sales and advertising sales using First Data
* Provided customer service to subscribers in person, via email and over the phone
* Created databases for the events team after each event for marketing future events
* Created sales leads for audience development and advertising departments
* Helped coordinate the mailing of over 1,000 NBJ Book of Lists sent out to advertising clients
* Responsible for organizing events for office fun including monthly birthday and anniversary celebrations
* Edited and watermarked photos using Photoshop to be sold to customers

**Cracker Barrel,** Server/Grill Cook | December 2016 – March 2020

* Trained new hires on Cracker Barrel’s guiding principles and company expectations
* Recognized by store management as the 2017 Employee of the Year
* Recognized by store management as the 2018 Employee of the District

**Messiah University Athletics Communication Department,** GoMessiah Intern| March 2014 – December 2014

**The Pulse, Messiah University Media Hub,** Student Intern| February 2013 – May 2014

# Volunteer Experience

* **GMA Dove Awards** VIP Concierge | October 2019
  + Checked-in VIPs coordinated getting their materials and directing them to designated areas
  + Responsible for 140 VIPs, directing them to their areas and ensuring the best experience possible
* **GMA Dove Awards** Guest Relations Assistant | October 2018
  + Helped run Artist Check-in for the Pre-Telecast of the Dove Awards
  + Checked-in artists and nominees for the reception and after-party
  + Helped guide guests to their seats and connected events
* **Turning Point Media Relations** July 2017 – June 2018
  + Put together press kits for artists and mailed them to media outlets and radio stations

# Education

**Bachelor of Arts in Communication**

Minor in Youth Ministry

***Magna Cum Laude***

# Messiah Uninversity, Mechanicsburg, PA

*References available upon request*