

Skills

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| <ul style="list-style-type: none">• Detail Oriented• Strong Oral and Written Communication• Fast Learner• Team Player• Problem Solver• Public Speaking | <ul style="list-style-type: none">• Final Draft• Scrivener• Adobe CC• LeadPages• WordPress• E-Learning | <u>Software</u> <ul style="list-style-type: none">• Microsoft Office• Hootsuite• Get Response,• Constant Contact |
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Accomplishments

- * Online Liaison for The Full Sail Chapter of Women in Film and Television- 2017
- * Course Director's Award for Storytelling and Storyboarding for Animation (SSA) -April 2017
- * Course Director's Award for Episodic and Serial Writing (ESW) - January 2017
- * Assist with the Mangrove Review, Florida Gulf Coast University's student magazine 2017-Present
- * Self-published, Christian short story based on Charles Dickens, *A Christmas Carol*, titled [*Three Angels for Christmas*](#) – 2013
- * Amazon Best-selling co-author with forty other women in a book titled [*A Juicy, Joyful Life: Inspiration from Women Who Have Found the Sweetness in Every Day*](#) -2010
- * President of Port Charlotte, Florida Chapter of Toastmasters International – 2005

Work Experience

Florida Gulf Coast University Police Department, Fort Myers, FL 01/2010-Present

Communications Supervisor

Supervises a team of four people in the service of a community of over twenty-thousand faculty, staff, and students

- Wrote training and procedure manuals
- Conducted research on Police Social Media to maintain the Police Department's Facebook Page
- On-going research on industry common practice to ensure compliance

Bonita Springs Chamber of Commerce, Bonita Springs, FL, April-July 2014

Intern

Social Media: Facebook, blogging, website consulting

Primerica Financial Services, Port Charlotte, FL 1/2000-1/2010

Training Coordinator and State of Florida Life, Health and Variable Annuities Instructor

Created clear and detailed training for clients and sales representatives

- Conducted research on adult learning and created detailed plan to increase the pass rate
- Created and conducted simple to understand training seminars to assist clients with their financial education
- Provided on-going training for sales representatives to increase their effectiveness and confidence

Education

Full Sail University, Winter Park, FL

Master of Fine Art, Creative Writing for Entertainment

Graduation, September 2017

Florida Gulf Coast University, Fort Myers, FL

Bachelor Communication Public Relations Concentration and Creative Writing Minor

Graduated Cum Laude, July 2016