

PRO & PERSONAL SKILLS

- Microsoft Office
- Website Creators- Wix & Wordpress
- CRM Systems
- Canva
- Verbal and Written Communication
- Public Speaking
- Presentations
- Self-Starter
- Building client relationships
- Social Media
- Analytics
- Organized

WORK EXPERIENCE

CMA MANAGEMENT / SEPTEMBER 2020 - PRESENT / LIFESTYLE COORDINATOR

- Designed, promoted, and executed community events for Craig Ranch Community Association.
- Facilitated over 60 events for the 2021 event season.
- Created tickets and event registration on Eventbrite.
- Utilized Facebook and Instagram to promote upcoming events and post photos.
- Constructed weekly newsletter with event recaps and upcoming events, along with relevant homeowner information.
- Maintained Craig Ranch Community Association website (Wix) and updated lifestyle calendar.
- Secured vendors, caterers, and entertainers for lifestyle events.
- Oversaw and coordinated monthly meetings for Craig Ranch sanctioned clubs.
- Built relationships with local businesses for event sponsorship.
- Represented the Craig Ranch Community Association for the City of McKinney Chamber of Commerce.

HELLONABR / MAY 2016 - MAY 2020 / MEDIA RELATIONS COORDINATOR & TEAM MANAGER

- Created documents for internal use- company best practices, applications, policies and training materials.
- Led relationship building activities at neighborhood events with residents.
- Designed the 2020 and 2019 event programming including themes, activities, games, event timeline, training materials and event efficiency.
- Led in-field training for over 20 teammates in the San Antonio and Austin area.
- Set up and managed HelloNabr's Facebook and Instagram pages along with three neighborhood Facebook Group Pages that contain over 1000 residents.
- Created editorial calendars for all social media platforms along with page content.
- Managed the HelloNabr website, including all neighborhood event recaps for 2017-2020 seasons.

OTHER EXPERIENCE

CLEARLY CLASSY EVENTS INTERNSHIP / JAN 2016- MAY 2016

BANDERA CHAMBER OF COMMERCE AMBASSADOR FOR SPECIAL EVENTS / JAN 2015- JAN 2019

EDUCATION

Texas State University / AUG 2014- DEC 2017

Bachelor of Science Degree in Public Relations with a minor in Business Administration and Media Studies.

Creative / Innovate / Passionate / Team work / Organized / Personable / Canva

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