

## Professional Summary

Eight years of experience as a writer and editor both online and in print. A team player who is attentive to detail and an audience's needs. Able to multitask well and generate quality work on deadline. Excellent listener and verbal communicator.

## Work Experience

### Lunar Bowl

[www.lunarbowl.com](http://www.lunarbowl.com)

Blue Springs, Missouri

*A 32-lane bowling and entertainment center*

Group Sales Representative/Marketing Consultant

February 2013-June 2013

Averaged four bookings per week of groups greater than 25 people with a closing rate of 10 percent. / Created promotional materials including advertisements and documents targeting class reunions, companies and adult parties. ~ Spearheaded a fundraising program that generated more than \$6,000 in three months for groups in need, including schools and churches.

### Diocese of West Missouri

[www.diowestmo.org](http://www.diowestmo.org)

Kansas City, Missouri

*A diocese of the Episcopal Church with jurisdiction over western Missouri*

Publication Director

July 2009-present

Supervise all aspects of production (editing, photography and design). ~ Serve as primary writer for *E-Spirit*, a bi-monthly electronic newsletter, and *Spirit*, a quarterly 24-page magazine, including profiles, features and essays, with a circulation of 6,000.

### Molle Chevrolet

[www.mollechevrolet.com](http://www.mollechevrolet.com)

Blue Springs, Missouri

*A Kansas City Chevrolet dealership since 1969*

Sales Consultant

September 2011-November 2012

Sold new and used vehicles. ~ Coordinated deliveries, including orientations of the dealership and vehicles sold. ~ Forty percent of monthly sales were attributable to repeat or referral business. ~ Served as liaison between sales and service departments.

### The Examiner

[www.examiner.net](http://www.examiner.net)

Independence, Missouri

*A daily professional newspaper serving Eastern Jackson County with a circulation of 15,000*

Reporter

June 2007-February 2009

Wrote nine stories per week, ranging from breaking news to in-depth features. ~ Assisted on the copyediting desk. ~ Generated and researched story ideas. ~ Supplemented feature articles with multimedia such as sound bites and videos.

## Additional Skills/Social Media Footprint

**Proficient** in AP style, Microsoft Office, Adobe Acrobat, iMovie, Lexis-Nexis, HTML, CSS and computer design programs including Adobe Creative Suite and Quark Xpress. **Social Media Tools:** LinkedIn, WordPress, YouTube, Facebook and Twitter.

## Achievements/Affiliations

Eagle Scout ~ Spirit honored as a finalist for Polly Bond Award for General Excellence (2010, 2011) ~ The Examiner's Employee of the Month (October 2007) ~ Features Writer of the Year, GateHouse Media (2007) ~ Wrote Cover Story "Spanish Fly" for Pitch (June 25, 2009) ~ First Place, Best General News Story, Missouri Press Association (2008) ~ Don Romero Award for most outstanding writer in the Missouri School of Journalism's magazine sequence (2006) / Associated Press ~ Society of Professional Journalists ~ Supporter and Contributor to Poynter Institute (a resource for journalists and teachers of journalists)

## Academic Background

**Master of Arts** in Curriculum and Instruction (May 2011)

University of Missouri-Kansas City ~ GPA: 3.87/4.00

**Bachelor of Journalism** with an emphasis in magazine journalism, science and agricultural journalism minor (May 2006)

University of Missouri-Columbia ~ GPA: 3.42/4.00