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## Education

Graduation: December 2006  
Austin Peay State University  
Bachelor of Arts in Communications  
Concentration: Public Relations  
Minor: Psychology

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*Quick Learner, Self Starter, Team Player, Self-Educator, Group Leader, Efficient Worker*

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## Experience (in order from most recent)

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- Designs bi-weekly church newsletter for 1800+ readership and oversees two-color spot contract printing.
- Worked with Edge Media firm to create new website design for First Baptist Church.
- Maintenance and Administration of large scale computer network consisting of over 70+ workstations.
- Designed and Built Flash based website for TNVolunteerism.org.
- Chosen by Professor to aid Graduate Assistant in teaching Flash Animation Course at APSU.
- Created PR Campaign to promote Child Literacy in Clarksville/Montgomery County with team from APSU.
- Created Flash Intro for APSU's IABC Chapter website.
- Created Communication Campaign for The Looking Glass Restaurant with team from APSU.
- Developed website for First Baptist Church, Clarksville's College Ministry (undergroundapsu.org)
- Created multiple graphics and desktop published products for First Baptist Church, Clarksville.
- Created Advertising Campaign for Bridgestone/Firestone with team from APSU.
- Created multiple print advertisements and flyers for Bless This Child, Classic Children's Clothing store
- Produced PR campaign for Clarksville's Habitat For Humanity with team from Austin Peay State University.
- Aided Clarksville Montgomery County United Way, Inc. in producing and implementing a phone survey.

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## Skills

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- Proficient with Adobe CS4 Studio (Working daily in most programs).
- Advanced knowledge of Windows, and many other Microsoft programs.
- Worked on Both Windows and Mac OS Platforms.
- Trained in use of Adobe Photoshop.
- Trained in use of Final Cut Pro.
- Trained in Quark Express.
- Proficient at Desktop Publishing. (Portfolio Available)
- Ability to code HTML and JavaScript.
- Experience in the acquisition of computer and video equipment for a large organization.
- Worked with complex projection systems, networks, and other multimedia equipment.
- Ability to build and repair PC's.
- Experienced in all forms of video equipment.
- Trained in the use Media Shout Worship Software.
- Technical Writing.

## Employment

## Accomplishments

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2004-Present  
First Baptist Church  
Media Assistant  
435 Madison Street  
Clarksville, TN 37043  
931-645-2431

- Responsible for layout, design of First Baptist's primary newsletter, mailed to 1800+ people bi-weekly.
- Produces weekly prayer bulletin for mid-week worship.
- Responsible for First Baptist's web presence, including [www.fbct.org](http://www.fbct.org), Facebook and Twitter feeds.
- Handles the duties of Network and Database administrator for over 70+ workstations and two servers across the church's network.
- Works with numerous Audio, Visual, Network, and Office Equipment vendors and representatives to maintain and improve the efficiency of the church offices and facilities.
- Responsible for conceptualizing and creating video and printed media presentations for several weekly worship services.
- Management of video editing/presentation equipment, including computers, projectors, DVD/VCR players, etc.
- Duplication of cassettes, VHS, CD, and DVD media for tape ministry.
- Train persons in use of presentation software and equipment.
- Create or locate graphics and video clips to contribute to an eye-catching worship experience.
- Responsible for the research, purchase, and implementation of computer, video, and sound equipment to boost membership and participation in worship areas.
- Demonstrated communications' effectiveness through innovative printed and video presentations which was instrumental in the increase of a college-age ministry group from 40 to 250 persons.

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2002-2004  
First Baptist Church  
Recreation Assistant  
435 Madison Street  
Clarksville, TN 37043  
931-645-2431

- Worked with numerous outreach programs while working as Recreation Assistant at First Baptist Church, Clarksville.
  - Recreations Assistant responsibilities include answer phones, creating publications via desktop publishing, working directly with youths and adults in the ministry area.
  - Aided in multiple Middle School Ministry events at First Baptist Church, Clarksville.
  - Instrumental in the production of the annual Upward Basketball Program targeted at elementary and middle school age children.
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