

# Kristin Miller

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**OBJECTIVE:** To obtain employment in the field of communications in order to utilize the writing/editing, integrated media, and strategic skills I have acquired as an undergraduate and intern.

## EDUCATION:

**Lebanon Valley College, Annville, PA 17003**

Digital Communications Major, Communications concentration, English minor

GPA: 3.5/4.0

Expected Graduation Date: May 15, 2010

**Study Abroad Program:** London, fall 2008

## EXPERIENCE:

**Quantum Communications, Harrisburg, PA 17101** (January 2010-May 2010)

Communications Intern

~Reached out to the media on behalf of clients such as political figures, local organizations, and small businesses

~Assisted in meeting client public relations deliverables by TV, Radio, social media sites, and direct mail marketing

~Completed research and compiled documents for coworkers and clients in case of media interviews

~Proofread and edited documents such as press releases and political speeches for coworkers

## COMMUNICATIONS SKILLS:

Strategic PR/Media outreach, social media, branding, web writing, news writing, B2B communications

## TECHNICAL SKILLS:

Microsoft Office, Microsoft Outlook, Adobe InDesign, Adobe Photoshop, Facebook, Twitter, Blogging

## SCHOLARSHIPS & ACTIVITIES:

**Vickroy Presidential Scholarship:** Academic, finances 1/2 tuition for graduating in the top 10% of H.S. class

**KEYTA Scholarship Award:** Given by the Keystone Teachers Association for "outstanding character"

**Kappa Lambda Nu:** President of local sorority established in 1871, formally the Clonian Literary Society

## PUBLICATIONS:

**Staff Writer, Copy Editor, & Online Content Manager:** *La Vie Collegienne* and *La Vie Online*

**Literary Magazine Editor:** *Greenblotter* magazine

**Yearbook Editor:** *The Quittapahilla*

## COURSEWORK:

**Capstone I&II:** Senior DCOM project management class. Teamwork, freelance for local organizations

**Integrated Marketing:** Wrote integrated (web/social media) marketing plans for clients, met deliverables

**Journalism in the Digital Age:** Published *La Vie* to the web, wrote ongoing blog, produced video posts

**Editing:** Actively wrote articles to edit and publish in *La Vie*. \*Freelance work for *The Patriot-News*

## EMPLOYMENT:

**PNC Bank, Inc. Mechanicsburg, PA 17050** (May 2008-January 2009)

~Teller

**Bergdale Insurance Agency, Inc., Gettysburg, PA 17325** (May 2007-August 2007)

~Secretary/Office Assistant