

Josie Graham

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Education

University of Central Florida [2013-2017]

Bachelor of Arts in Human Communication
Minors: Magazine Journalism and Mass Communication
Magna Cum Laude

Experience

Kravis Center for the Performing Arts [Jan. - June 2018]

Marketing and Public Relations Assistant

- » Edited advertisements, press releases and web content for upcoming events
- » Created promotional materials in Adobe InDesign and Photoshop
- » Worked extensively with WordPress to update the Center's website daily
- » Assisted the Marketing and Public Relations Department with a wide range of projects
- » Performed administrative duties

Henry Morrison Flagler Museum [July - Oct. 2017]

Public Affairs Department Assistant

- » Created press releases, media alerts and email blasts detailing upcoming events at the museum
- » Worked with Constant Contact, the email marketing software, and created email blasts that were sent out to museum members
- » Edited content for posters, flyers, postcards and other material advertising future events
- » Surveyed visitors and met the 600-survey quota for the Palm Beach County Tourist Development Council
- » Created posters and flyers for museum events in Adobe InDesign

Vice President of the UCF Equestrian Club [2016-2017]

- » Organized a large fundraiser for a club member who was a Pulse Shooting survivor and raised over \$1,000 for her
- » Brainstormed fundraising and volunteer events for the club
- » Assisted the president with any responsibilities or tasks necessary for running the club
- » Regularly attended Sport Clubs Council meetings and events on behalf of the Equestrian Club

Captain of the UCF Hunt Seat Team [2015-2017]

- » Communicated with 25 riders on this competitive team, which is a part of the UCF Equestrian Club
- » Managed reservations at hotels, along with paperwork for both UCF and the Intercollegiate Horse Show Association
- » Resolved problems with hotels, other teams and Sport Clubs Council effectively
- » Collaborated with Sport Clubs Council members on a regular basis
- » Mentored future captains of the team and provided support for teammates
- » Created customized team gear and made a significant profit for the team by selling the gear

Experience (continued)

Treasurer of the UCF Equestrian Club [2015-2016]

- » Designed the budget for the 2015-2016 school year
- » Pitched said budget to UCF Sport Clubs Council and gained more money for our two competitive teams than the previous year
- » Gathered dues from all 50 club members and distributed that money to the respective teams

Volunteers for Community Impact [May - Aug. 2016]

Written Content and Communications Intern

- » Produced copy for the organization's new website
- » Created content for the annual Impact Report for 2016
- » Pitched ideas frequently for new projects and content
- » Authored material for newsletters
- » Edited content from both peers and supervisors
- » Produced feature stories and other copy for future use in the organization
- » Collaborated with supervisors and fellow interns on a variety of projects

HotelPlanner.com [July - Aug. 2015]

Product Intern

- » Consulted with customers about their hotel stays in a variety of locations worldwide
- » Corresponded with hotels worldwide about guests' stays
- » Resolved customer complaints efficiently and empathetically

Skills

« Great work ethic » « Strong communication skills »

« Detail-oriented » « Excellent writing skills »

« Superb editing skills » « Natural leader »

« Team player » « Knowledge of Constant Contact »

« Basic knowledge of Adobe InDesign and Photoshop »

« Experience with WordPress »

Interests



Horseback riding



Volunteering



Writing



DIY projects



Traveling



Reading



Painting



Nature