

Amber King

Summary

Senior at Hanover College with professional written and verbal communication skills, attentive listening skills, and experience with social media, marketing and office work. Punctual, organized and deadline driven, especially when affects other people. Certified in Microsoft Excel, Word, and PowerPoint.

Education

Hanover College, Hanover, IN

Expected Graduation: May 2019

- Bachelor of Arts in Communication
- Business Scholar
- Current GPA: 3.5
- Dean's List, (all terms)

Experience

Social Media Director, King's-Quality Restoration Services, New Albany, IN

Summer 2018 - Present

- Manage messages and marketing content on Facebook account

Intern, One Southern Indiana

Summer 2018

- Educated members how to set up their digital profile and include their social media links
- Captured photos of ribbon cuttings and ground breakings to be posted on social media and in the weekly newsletter
- Prepared handouts, invitations, and name plates for the launch of two new networking groups, which engaged 120 of 1si's current members and 37 new members joined as a result of the two new networking groups
- Increased communication skills as a receptionist – answering phone, signing documents, and escorting guests

Student Worker, Office of Advancement, Hanover College

Fall 2017 - Present

- Scan documents and upload them to their correct file in the database
- Assemble mailings and gift bags for alumni and prospective students
- Manage communication with supervisors through a professional email account
- Make professional phone calls inviting alumni to events

Marketing Agent Assistant, King's-Quality Restoration Services, New Albany, IN

Summer 2015 - 2017

- Marketed door-to-door to insurance adjusters with King's-Quality's marketing agent

Sales Clerk, Horseshoe Casino, Elizabeth, IN

Summer 2017

- Interacted with customers to help them find what they were looking for and to make their shopping experience as pleasant as possible
- Diligently handled currency

Student, Marketing and Promotions Course, Hanover College

Winter 2017

- Collaborated, reviewed, analyzed, and proposed marketing strategies for a local business
- Presented and recommended a target market, mock-up advertisements, and a SWOT analysis

Leadership

Leader, Delight Ministries

Fall 2015 - Summer 2018

- *President/Team Director/Headquarters Contact*, Winter 2018 – Summer 2018
 - Maintained team of leaders on task and up to date with information
 - Articulated information from Delight Ministries' headquarters in Tennessee to leaders
- *Social Media Director*, Fall 2016 – Summer 2018
 - Managed marketing and messaging on Instagram, Facebook, and Twitter accounts

Member, Alpha Lambda Delta Honors Society

Fall 2015 - Present

- Maintain A's and B's to remain an active member