

EDUCATION

Bachelor of Science in Communication with an emphasis in Journalism
Slippery Rock University of Pennsylvania, Slippery Rock, PA
3.7 QPA

Master of Business Administration
Slippery Rock University of Pennsylvania, Slippery Rock, PA
3.8 QPA

SUMMARY OF QUALIFICATIONS

- Excellent with time management and working on deadline.
- Proficient in grammar and have strong writing skills.
- Strong skills with the MS Office Suite.
- Able to screen applicants properly to find people with the proper clearances.

PROFESSIONAL EXPERIENCE

GCA Services/ABM Industries
Account Manager

Various Locations
December 2015-present

- Manage a cleaning crew with 35 employees across four PPG sites.
- Communicate regularly with clients to make sure scope of work is being met.
- Coordinate work flow and order supplies.
- Recruiting and hiring new potential workers.
- Assembling human resources paperwork and making sure employees are on-boarded properly.
- Handle employee coaching and discipline.

Trib Total Media
Freelance Sports Reporter

Pittsburgh
Dec. 2010-May 2011; Dec. 2015-present

- Cover high school and college sporting events as needed.
- Generate and write feature stories on local athletes.
- Developing weekly content for the Shaler Journal.
- Put together box scores and statistics.

Westinghouse
Content and Digital Media Editor

Cranberry Township
Sept. 2017-April 2018

- Build pages on the company's intranet site for distribution.
- Compile links from pages built from the company intranet site and put them into a newsletter that is digitally distributed to all the company's employees.
- Make edits and maintain standards on Westinghouse's external website.
- Distribute internal company messages for plasma screen displays.

Butler Eagle
Sports Reporter

Butler, Pa.
December 2013-December 2015

- Assembled the weekend edition of the paper, editing stringer copy and making layout decisions for the sports section.

- Developed feature ideas and stories for Butler County’s 13 high schools.
- Found feature stories on people in the community that focused on non-traditional sports.
- Contacted area coaches to assemble stat packages for football, basketball and track and field.
- Routinely used social media to break news and while covering games.
- Researched and developed several media guides on area sports teams, detailing their complete football history. Also put together information packets on several other sports.

Quincy Herald-Whig
Sports Reporter

Quincy, Ill.
November 2012-December 2013

- Responsible for beat coverage of Quincy Notre Dame basketball, which required writing copy and broadcasting state playoff games on the radio.
- Cover 29 high schools and five small colleges in Illinois and Missouri.
- Design the sports pages several times each week.
- Produce video clips for the website to supplement stories and posted copy on the web.

Kirksville Daily Express
Sports Editor

Kirksville, Mo.
May 2011-November 2012

- Created and assigned tasks as the leader of a two-man sports department.
- Covered 11 high schools and one Division II college as a part of the coverage area.
- Assembled several special supplemental sections on local teams in the community.
- Shot photos for all games covered.

Punxsutawney Spirit
Sports Reporter

Punxsutawney, Pa.
January 2011-May 2011

- Assembled the sports section of the Spirit’s weekly newspaper, Jefferson County Neighbors, which consisted of taking photos, laying out the pages and writing stories.

JOURNALISM AWARDS AND HONORS

- 2016 Pennsylvania Associated Press Managing Editors second place for sports deadline reporting.
- 2015 Pennsylvania Associated Press Managing Editors second place for sports deadline reporting.
- 2013 Missouri Press Association third place for best special section.
- 2012 Missouri Press Association, first place for sports feature writing.
- 2012 Missouri Press Association, second place for sports photography.
- 2012 Missouri Press Association, honorable mention for sports continuing coverage.
- 2011 Best of Gatehouse Media, Sports Writer of the Year for Class C.

References

Bill Beckner
Valley News Dispatch

Sports Editor
724-224-2696

Jason Hunsicker
Kirksville Daily Express

Managing Editor
660-626-3122

Blake Toppmeyer
Knoxville News

Sports Reporter
217-899-5842