

JESSICA TEBBEN

PUBLIC RELATIONS | GRAPHIC DESIGN

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EDUCATION

ball state university, 2018
bachelor of arts, public relations
concentration in media presentation and design

SOFTWARE & TECH

indesign
illustrator
photoshop
html5
css 3
brackets
filezilla
wordpress

SKILLS

strategic planning,
communications &
problem solving
customer service
print & digital design
social media writing
time management
creative writing

CAREER EXPERIENCE

THE COMMUNITY FOUNDATION OF MUNCIE AND DELAWARE COUNTY, INC., *community engagement intern*

oversee the completion of **engaging** fund founder and donor stories through interviews, research, editing and page design to **inspire giving** in the muncie community and to thank past or current donors; **plan, write and execute** year-end appeal letter to encourage end-of-year donations

OCTOBER 2017 TO PRESENT

CARDINAL COMMUNICATIONS, *account director*

lead a team of account executives, ensuring **goals and objectives** were met to the specifications of the client; met with clients (including the Boys & Girls Clubs of Muncie and The Muncie-Delaware County Chamber of Commerce) to discuss **social media** and general **communications** goals and goal progress

JANUARY TO MAY 2018

CARDINAL COMMUNICATIONS, *account executive*

presented **workshops** to increase my team's knowledge of the public relations industry and encourage **professional development**; collaborated with my account director to keep the team **on-task and organized**; continued account coordinator duties

SEPTEMBER TO DECEMBER 2017

CARDINAL COMMUNICATIONS, *account coordinator*

planned and **applied** social media and other communications **strategies** for clients (including The Caring Center, the Muncie-Delaware County Chamber of Commerce, the American Red Cross at Ball State, and Rent College Pads); **social media writing, street marketing, strategic communications planning**

SEPTEMBER 2016 TO AUGUST 2017

CREATE-A-THON

created communications content - **pro-bono** - for Hillcroft Industries, a not-for-profit organization that provides job services people with disabilities in the Muncie community; content included a **communications audit, a strategic communication plan and social media content and examples** - all content was created in 24-hours

APRIL 2018

WORK EXPERIENCE

BATH & BODY WORKS AND WHITE BARN, *sales associate*

sell products **accurately** and **effectively** to customers; ensure a pleasant shopping experience from entrance to exit; keep the store clean and inviting; **collaborate** with coworkers to make selling and customer service more effective; perform floorsets to specifications to ensure the follow-through of Bath & Body Works' **brand story**

NOVEMBER 2014 TO PRESENT

REFERENCES (contact information available upon request)

KALLIE SULANKE

internship supervisor
the community foundation of muncie and delaware county

DEBBIE DAVIS

faculty advisor
cardinal communications

CHAD BLUMENHURST

store manager
bath & body works and white barn