

# RAVEN N. PHILLIPS

RP

T: (901) 734-4249 E: RavenNPhillips@Gmail.Com 300 Seven Springs Way Apt #242 Brentwood, TN 37027

## Communication Specialist

High Functioning  Detail-Oriented  Self-Starter

### CAREER SUMMARY

Professional with 5+ years increasing responsibilities focusing on aligning companies and customers needs. Well-versed and skilled with managing multiple projects with competing deadlines with high-caliber interpersonal skills. Experience performing administrative tasks, writing, editing and high-volume social media marketing for fast-paced elite environments such as construction companies, professional networking organizations and news stations.

#### KEY STRENGTHS

- Writing & Editing
- Marketing
- Team-Oriented
- Public Relations
- Strategic Planner
- Customer Service
- Website Management

#### TECHNICAL SKILLS

- Adobe | OPIUS | AP/AR | Internet
- Microsoft Office Products
- Social Media Enthusiast
- Proficient in all Administrative tasks

### EDUCATION

Masters of Science – Corporate & Organizational Communications  
Bachelors – Journalism/Broadcast – University of Memphis

(Sept '14- Dec'16)  
(Aug '07- May '12)

### Industry Experience

#### Administrative Assistant

Robins & Morton- Memphis, TN

(Sept '12- Dec'16)

- Schedules and prepares monthly OAC meetings for departments and owners.
- Creates contracts, purchase orders and billing reports for executives.
- Manages calendar and travel arrangements for 3 directors including the Superintendent.
- Community liaison for office team fundraising events and community involvement.
- Processes and completes financial transactions and reports for owners.

#### Accomplishments

- Increased communications and employee feedback efficiency by 30% within 6 months.*
- Partnered with non-profit organizations to increase community outreach and partnerships.*

#### Social Media Specialist

Memphis Urban League and Young Professionals - Memphis, TN

Jan '14- June '15

- Marketed & promoted MULYP events and information using all social media platforms.
- Assisted in planning and event coordination.
- Wrote articles and interactive news feeds for viewers.
- Created voice-overs and edit videos for all MULYP marketing campaigns.

### Internships

#### Weekend New Reporter/Marketing/Social Media

WBBP 1480 Radio Memphis, TN

Aug 10 – May 2012

- Served as the Promotions consultant and made appearances at charity functions and city events.
- Served as the mid-day radio co-host & discussed topics ranging from daily news, politics and listeners' questions.
- Solicited local businesses for radio ads including door-to-door and b2b consultation.
- Created marketing and advertisement packages with rates and options for businesses for ad spots.

### **News Reporting/Social Media**

WREG News Channel 3 Memphis, TN

Jan '12-May 2012

- Researched & covered story ideas for morning news.
  - Shot and edited video with full size cameras on Mac Final Cut Pro editing software.
  - Updated station's Facebook and Twitter with urgent news.
  - Produced resume tape including live shots, anchoring and general field reporting.
  - Searched social media trending topics for research and analytics.
  - Wrote news stories for website, published packages as well as social media.
  - Went out with reporters and learned the daily functions of news and communications.
-