

LAUREN MAY

1008 13TH AVENUE, KEARNEY, NE 68845 | 308-440-6529 | LOMAY@OUTLOOK.COM

SKILLS & INTERESTS:

- Graphic Design
- Social Media Curation
- Social Media Optimization
- Community Relations
- Conceptualization
- Advertising
- Organization
- Crisis Management
- Time Management
- Event Planning
- Communication
- Flexibility
- Teamwork
- Attention to Detail

CONTACT INFORMATION:

Phone: 308-440-6529
Email: lomay@outlook.com
LinkedIn: Lauren May

PERSONAL PROFILE:

I am a professional social media and community relations coordinator who utilizes a passion for art, design, and outreach to help transform existing social media platforms to better engage communities with businesses.

WORK EXPERIENCE:

DIRECTOR OF SOCIAL MEDIA AND COMMUNITY RELATIONS

Tri-City Storm and Viaero Center | January 2019- May 2020

- Oversaw the use of various social media accounts
- Created and curated content for various platforms
- Organized and supervised community events involving players and staff
- Processed donation requests
- Communicated with businesses and charities
- Created promotional materials for both internal and external use
- Created informational materials for internal use
- Collaborated with others to create content for in-game entertainment
- Pre-produced video content alongside the videographer
- Organized staff for in-game duties
- Assisted fans during games to improve the in-game experience
- Performed miscellaneous tasks when requested

OFFICE ASSISTANT

Midlands Contracting | October 2016- November 2018

- Answered phone calls and emails
- Undertook various projects organizing data in Accounts Payable and Receivable
- Wrote and organized state reports
- Reconciled expenditures for the hauling department
- Assisted with organizing employment paperwork
- Organized and filed employee paperwork
- Assisted with planning and executing various internal functions
- Stocked and maintained office supplies
- Greeted guests and assisted them with finding their needed party

OFF-ICE OFFICIAL

Tri-City Adult Hockey League | January 2010- April 2016

- Recorded real-time game statistics
- Ensured parity between teams was maintained game-to-game

EDUCATIONAL HISTORY:

UNIVERSITY OF NEBRASKA-KEARNEY

College of Arts and Sciences

Bachelor's Degree in Advertising and Public Relations
Minor in Marketing and Management
Projected Graduation in 2021