

Experience

UKG

Senior Communications Specialist | September 2022 - present

- Ideate, draft, and deliver strategic, internal, cross-functional communications campaigns that showcase the value and impact of four different teams across UKG and help influence each team's reputation through strategic storytelling
- Serve as communications lead for complex, company-wide changes that impact customers and internals, balancing four to five communications plans at a time and varying across four global teams
- Established a team's presence on UKG's intranet site by leading a team of 20+ people to create 30+ pieces of original copy and branded, designed, graphics within three months

Salesforce

Project Coordinator | April 2021 - September 2022

- Supported an IT SVP and their 900+ employees in 30+ global locations in strategic operational efforts and communications that drive team goals
- Support the creation, tracking, and prioritization of yearly and quarterly planning initiatives for the SVP and their team
- Challenge existing process efficiencies and develop and implement improvement plans that impact the IT organization
- Strategically plan and execute four all hands calls per year for various leaders in BT per quarter
- Strengthen community through quarterly event planning and execution for 200+ Indianapolis-based IT employees
- Build and manage both recurring and one-off requested meeting agendas and decks for SVP and leadership teams
- Develop and execute creative, global, team building initiatives at least twice a month
- Ghostwrite top of mind messages and announcements for the SVP and strategize communication distribution plans

Senior Communications Analyst | March 2021 - April 2021

Communications Analyst | June 2019 - February 2021

- Interpreted internal technological change projects and developed, drafted, and disseminated strategic plans and communications to assist 70,000+ employees in technology adoptions
- Collaborated with change, training, and technical teams to ensure employees were aware, prepared for, and enabled for technology transition
- Planned and executed communications for three global, internal Hackathon events

Ball State University Marketing and Communications

Student Communications Writer | January 2017 - December 2018

- Wrote 10+ releases weekly for the university covering university news and events and assist in university media relations daily, building media lists, pitching to local and national media and building and fostering media relationships
- Composed quarterly features covering students and alumni for Ball State Magazine (50,000+ audience)
- Contributed content and strategized campaigns for Ball State University's Facebook, Twitter, Instagram, and Snapchat

Cardinal Communications

Assistant Executive Director | May 2017-August 2018

- Responsible for all internal communications for 70+ member student-run creative communications agency
- Guided agency's account directors in best practices for client work and team management through one-on-one mentorship and group meetings

Education

Bachelor of Science in Public Relations

Advertising and event planning concentrations

Ball State University | Muncie, IN | Graduated Magna Cum Laude May 2019