

Jessica

Grzymiski

 jjgrzymiski@gmail.com

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## Professional Skills

- Microsoft Office (Word, Excel, Power-point)
- Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Social Media (Facebook, Twitter, Instagram)
- Public / Media Relations
- Customer Service & Sales
- Interviewing

## Activities

- Pi Beta Phi Fraternity 2012-Present
- Tri-Kappa Munster-Highland Legacy 2012-Present
- PRSSA 2013-Present

## References

Amy Baran | Mixdesign, Inc.  
Account Manager & Projects Coordinator

Tyson Matthews | Ball State University  
Assistant Director of Media Relations

Amy Van Soest | Happy Day Shirt & Event  
Company  
Event Manager

## Education

**Ball State University | Muncie, Ind. | Bachelor of Science**  
**Major |** Public Relations  
**Minor |** Sports Studies  
**May 2016**  
**GPA:** 3.4/4.0  
**Deans List:** Fall 2014

## Work Experience

**Ball State University Athletics | Muncie, Ind.**  
Media Relations Coordinator **2013- Present**

- Maintain website information and graphics weekly
- Create credentials for media personnel in attendance
- Compose and update statistics for game publication and press notes
- Record and transcribe coach and player interviews
- Coordinate T.V. and radio broadcasting, distribute game-day collateral and handle guest relations at major sporting events

### Mixdesign, Inc. | Schererville. Ind.

Marketing & Public Relations Intern **Summer 2015**

- Attended weekly team administrative and creative meetings
- Managed social media outlets and gained experience in media tracking
- Regularly composed press releases, radio scripts and businesses marketing plans
- Researched target demographics for projects and events
- Strengthened organizational and multi-tasking skills through corporate processes

### Happy Day Shirt and Event Co. | Schererville, Ind.

Public Relations Intern & Event Team Member **Summer 2015**

- Assisted with sponsorship procurement for large scale events
- Practiced strategic event planning and marketing
- Gained experience in the set up of major events
- Maunually and electronically monitored store inventory
- Improved customer service, sales and overall communication skills

### Public Works Department | Highland, Ind.

Administrative Assistant **Summer 2013 & 2014**

- Orchestrated distribution plans for the Town of Highlan disposal services
- Managed delivery of receptacles to over 7,000 town residents
- Introduced latest programs to new and existing customers
- Assisted Public Works Director in a variety of everyday office responsibilities