

Alyson Ogren

304 SOUTH BAKER ST. WINONA, MN 55987

www.alysoncamille.com

TEL 507-312-4511 EMAIL alyson@alysoncamille.com

Profile

I have four years of education and experience with advertising. This includes a well rounded background in media production including graphic design, publication design, website design, video production, and photography.

Experience

CORPORATE RECEPTIONIST, FASTENAL COMPANY WINONA, MN **JULY 2010-PRESENT**

- Directing telephone calls, faxes, and emails to the appropriate department or persons.
- Greeting incoming visitors to the corporate headquarters.

MEDIA COORDINATOR, ADVERTISING CAMPAIGNS: BEST BUY & WINONA STATE UNIVERSITY **SPRING 2010**

- Worked with Best Buy Inc. as a member of a fictitious advertising agency for educational purposes.
- Coordinated trade show and created three marketing campaigns for Best Buy's @15 program.
- Our team ranked top of class.

GRAPHIC DESIGNER & ADMINISTRATIVE ASSISTANT, COMMUNITY BIBLE CHURCH WINONA, MN **2008-2009**

- Designed, printed, and distributed bulletins, announcements, newsletters and other communications.
- Created systems for efficient office communications and job productivity.
- Coordinated and supervised work of clerical staff and volunteers
- Procured all office and church facility supplies and materials. Projected budget needs.
- Oversaw office budget, which included general office supplies, equipment leases, and service contracts.

BARISTA, MUGBY JUNCTION, WINONA, MN **2007-2008**

- Served in a customer service orientated environment.
- Maintained a clean and organized work environment.
- Managed a cash register and counted till.

HEAD LIFEGUARD/SWIM INSTRUCTOR, MELROSE AREA SWIMMING POOL, MELROSE, WI **2004-2008**

- Oversaw 5-10 lifeguards and created weekly schedule.
- Ensured a safe swimming environment through patron surveillance and general maintenance.
- Provided swimming instruction to children and adults.

Education

WINONA STATE UNIVERSITY, WINONA, MN – LIBERAL ARTS DEGREE IN MASS COMMUNICATION: ADVERTISING **MAY 2010**

Skills

PERSONAL SKILLS

- Effective planning, organizational, and problem solving skills.
- Self-motivated, able to follow through. Ability to prioritize assignments and complete them in a timely manner.
- Excellent and confident communicator both verbally and written.
- Ability to work with people in a team or individual setting.
- Flexible with a willingness to adapt to varying workloads and demands.
- Able to plan, prioritize and manage multiple tasks.
- Capacity to understand and carry out duties with a minimum of supervision.
- Excellent computer knowledge and skills.

COMPUTER SOFTWARE

- Adobe Photoshop / Adobe In-Design / Adobe Illustrator / Adobe Flash / Adobe Dreamweaver / Adobe Lightroom / Apple Final Cut Express / Twitter / Facebook / Wordpress

RELATED COURSEWORK

- Visual Communication / Mass Communication Computer Applications / Advertising / Video, Multimedia Planning, and Design / Publication Design / Mass Media Law / Advertising Copy Writing / Photo Communication / Television Production Operations / Advertising Design / Mass Communication Theory / Web Technology / Photography Appreciation / Photojournalism / Advertising Media Selection / Mass Media Issues and Ethics / Creativity and Innovation / Principles of Internet Communication / Advertising Campaigns / Principles of Marketing / Studio Photography