**Summary**

Over the course of my career I’ve maintained one goal: to leverage my skills of effective communication and careful strategic planning to meet the needs of the audience I’m serving. I’ve consistently accomplished this in multiple capacities by using forward, big-picture thinking and a contagious, leading attitude.

**strengths & Skills**

Innovative Problem Solver

Effective Decision Maker

High Achiever

Strategic & Forward Thinker

Tactful Leader

Detail Oriented Worker

**Work experience**

**ARAG,** Des Moines, Iowa

 **Sales Support & Proposal Specialist** (November 2011-Present)

Responsible for crafting competitive responses to some of the largest proposals for legal insurance in the industry, collaborating with senior management and executives to develop these as well as maintaining sales, revenue and growth illustrations and pipelines, contributing to quarterly reports presented to the Board of Directors, orchestrating and participating in industry tradeshows, leading the sales department on a companywide initiative to comply with the company’s data retention policy, training peers and multiple sales directors.

 **Provider Relations Service Specialist** (July 2009 – November 2011)

Responsible for providing customer service to the attorney network, assisting with numerous communication pieces for the audience; the development of a communication database, conducting content audits, training multiple peers on job duties and acting as peer resource, event planning, and external representation to audience at a national capacity.

 **Public Relations Intern** (January 2009- July 2009)

Responsible for assisting with corporate communications, executive presentations, identification of editorial, speaking, and web-related publicity opportunities, and organizing award applications.

**Des Moines Radio Group,** Des Moines, Iowa

 **Promotions Staffer** (June 2007- January 2009)

Responsible for developing and maintaining station promotions; most notably: the Lite 104.1 Holiday Idol Contest and all Holiday related promotions, as well as authoring proposals and press releases.

**C. L. Brown & Associates / American National,** Pleasant Hill, Iowa

 **Marketing Activities Coordinator** (June 2006- May 2007)

Responsible for creating, managing, and coordinating all marketing campaigns, including but not limited to: direct marketing, tradeshows, telemarketing, golf-outings, and creation of the agency’s first website.

**Education**

**Drake University**

 **Master of Business Administration** (Des Moines Iowa, December 2012)

Emphasis in Executive Development

 **Bachelor of Science in Business Administration** (Des Moines Iowa, May 2009)

Marketing Major, General Business Major, Insurance Concentration

**technical skills**

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Access

Salesforce.com

QVidean

Adobe InDesign

Adobe Photoshop

**Commitment to community & Betterment**

**Board of Directors— Animal Lifeline of Iowa** (January 2013- Present)

Animal Lifeline of Iowa is a special needs, no-kill shelter for cats and dogs in Des Moines; operating with an annual budget of approximately $500,000. As a director of the charity I contribute insight to business and financial decisions.

Our 9th Annual Paws & Claws Auction was held at the Embassy Suites downtown, had over 500 people in attendance and rose over $85,000 ($25,000 amount over goal). As a part of the auction committee, I personally collected over $3,000 in donations for the auction most notably including a home energy audit, a custom photo session package, and a private concert.

**United Way Campaign** (2012 & 2013 Campaigns)

I participated as a member of ARAG’s Annual United Way Campaign, which rose over $45,000 in 2012 and over $50,000 in 2013.

I acted as the leader by chairing a sub-committee comprised of multiple departments over the course of both campaigns. In 2013, I personally sought out and collected over $200 of donations from local businesses which in turn were part of our company raffle, bringing in close to $3,000.

**Secretary— Riverview Ridge Homeowners Association** (2013- Present)

As a founding member of the Riverview Ridge Homeowners Association in Adel Iowa, I played a role in the composition of the association’s bylaws and covenants. I also serve as the Secretary of the Board, and am responsible for recording our meetings, home construction approvals and financial decisions.

**Adopt-A-Room** (2010)

I participated in a group of ARAG team members that planned, designed and executed the renovation of a room at Children and Families of Iowa Shelter in Des Moines.

**ARAG Green Team** (January 2012- Present)

The Green Team plans and executes companywide initiatives to make ARAG a more environmentally responsible company. We also promote awareness among ARAG team members regarding environmental decisions and implications,

In 2013 our team helped save the company over $1,200 annually by installing energy efficient light bulbs, we saved over 700,000 pieces of paper each year by moving two separate billing and payment processes online and we eliminated over 200 pounds of junk mail by implementing a companywide unsubscribe initiative.