

# Kelly J. Adams

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## EDUCATION

- **B.A., Public Relations** *Auburn University; Auburn, AL* (exp) August 2009

## EXPERIENCE

- EMERGENCY RESPONSE COMMUNICATOR** *Auburn Police Department; Auburn, AL* 10/2007- 5/2008
- Answered emergency phone calls in order to send assistance where needed
  - Communicated with police officers via radio to receive appropriate information
  - Controlled radio traffic for the Auburn Fire Department and ETS
- COUNSELOR AND TENNIS INSTRUCTOR** *Kanakuk Kamps; Lampe, MO* 5/2007- 8/2008
- Responsible for 12 teenage girls at all times, ranging from 14 to 18 years old
  - Head tennis instructor for girls
  - Responsible for leading bible studies, excursions, and meals
- DESK ASSISTANT** *Foy Student Union Information Desk; Auburn, AL* 10/2008- present
- Answer the telephones and attempt to find desired information for caller
  - Sort and distribute mail for Auburn University
  - Make rooms available for meetings of various off-campus groups
  - Conduct building checks of Foy Student Union
- MARKETING INTERN** *Auburn University Alumni Affairs; Auburn, AL* 1/2009- present
- Assist in event planning for the Marketing & Membership department
  - Answer the telephone and respond to Alumni Association members
  - Organization of new social media marketing tools (ex. Facebook, LinkedIn, etc.)

## ACTIVITIES AND VOLUNTEER WORK

- Junior Tournament Competitor, U.S. Tennis Association (1996-2005)
- Scholarship Athlete, Middle Tennessee State University, Varsity Tennis (7/2005- 5/2006)
- Member of Student Advisory Council at MTSU (8/2005- 5/2006)
- Scholarship Athlete, Auburn University, Varsity Tennis (7/2006- 5/2007)
- Member of First Baptist Opelika's college ministry (2006- present)
- Distributor of Food, Opelika Community Market (2007)
- College Republicans (2007- present)
- Vice President of Auburn University Public Relations Council (2008- present)
- Member of Student Alumni Association (2008- present)
- Volunteer at Morningside Assisted Living Facility (Jan. 2009-present)

## MISCELLANEOUS

- COMPUTER** *Adobe Dreamweaver, Adobe InDesign, Adobe Photoshop, Adobe Flash, MS Word, MS Excel, MS Powerpoint, MS Publisher, MS Outlook, MS Windows, Internet*
- RELATED COURSEWORK** *Persuasive Discourse, Communication in Organizations, Case Studies and Ethics in PR, Style and Design in PR, various Management courses*
- OPPORTUNITIES** *Selected to take field-side pictures at Auburn football games, One year of bi-lingual and elementary education overseas in Berlin, Germany, Completed a half-marathon in Memphis, TN in December of 2008, created a personal website that includes my digital resume and portfolio*
- HOBBIES/INTERESTS** *Reading, running, tennis, traveling, photography*

**REFERENCES AVAILABLE UPON REQUEST**