Danielle Marie Mills

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**Work Experience**

*Project Manager of I~Comm Student Media at BYU-Idaho*

 •Led and taught a team in creating campaigns for four clients

 •Met with clients to communicate their needs and to pitch ideas

 •Communicated well with upper management, clients and team to meet deadlines

 •Collected money from clients and completed paperwork for client/ company records

 •Directed team in a campaign to increase awareness of I~Comm Student Media

*Account Executive of I~Comm Student Media at BYU-Idaho*

 •Worked within a team to create products for four to five clients

 •Met with clients to communicate their needs

 •Produced news releases for the school newspaper, the Scroll.

 •Brainstormed ways for companies to implement social media

 •Used Adobe design programs to produce advertisements and posters

*Member of public relations campaign group for the city of Rexburg*

 •Brainstormed fundraising and campaign ideas to meet objectives

 •Produced a budget for future fundraising plans

 •Wrote article for city newsletter

 •Compiled data into a 103-page book for deadline and presentation

 •Designed an informational brochure for distribution

*Safety Traffic Supervisor (seasonally) at Buno Construction LLC*

 •Responsible for set-up and inventory of all safety equipment

 •Took charge of safety of all oncoming traffic, pedestrians and construction crew

 •Worked with the public to solve problems and concerns and answer questions

 •Served as a liaison between the public, city/county and Buno Construction

*Junior Volunteer at Eastern Idaho Regional Medical Center*

 •Volunteered a total of 85 hours

 •Answered phone at front desk

 •Escorted new patients and visitors

 •Worked with patients and families to meet their needs

 •Complied with HIPAA regulations

**Skills**

 •Skilled in coordinating and assisting in carrying out special events

 •Proficient with Microsoft Word and Excel as well as Adobe InDesign, Photoshop,

 Illustrator and Dreamweaver programs

 •Accomplished in managing and leading teams in producing valuable products

 •Practiced in writing PR campaigns, media kits, news articles and press releases

**Education**

 *Graduate from Brigham Young University-Idaho*

 •Earned a bachelors of science degree in communication with a PR emphasis

 •minor in Psychology

 •Received the Newel K. Whitney Communication Award

 *Graduate Student at Keller School of Management*

 • Currently working towards an MBA degree with an emphasis in Human Resources