

RACHAEL MALTBY

ABOUT ME



I graduated May 2015 from OSU with a strategic communications

degree. The past two years I worked on OSU's independent school newspaper, The O'Colly. My career goal is to work with a communications department and use my photography and writing skills to share the stories of the organization. I have had the opportunity to gain experience through an internship in the District of Columbia and freelance work on a website, logo and brochure design. Working for OSU's newspaper used my ability to coordinate a team to create a polished product. In addition to excellent writing I am organized, personable and appreciate a team effort.

EDUCATION

Oklahoma State University
B.S. Strategic Communications
May 2015
GPA: 3.2

CONTACT

☎ 405-570-7666
✉ @Rae0323
rachaelm03@gmail.com
www.rachaelmaltby.com

SKILLS

Adobe Creative Suite	Creative	Organized	Social media mediums
Proficient in all Adobe programs, with extensive experience in Photoshop, InDesign and Illustrator.	Create graphics and capture action and candid photos to tell stories. Then wrote descriptive cutlines.	Managed a staff of 10 photographers at the O'Colly, training staff as well as assigning and editing content.	Actively use most social media currently popular in a responsible/professional manner.

WORK EXPERIENCE

August 2013

May 2015

Photo Editor (promoted August 2014)

Staff Photographer, The O'Colly (OSU)

The O'Colly is Oklahoma State University's school newspaper. Duties included training and managing photographers, selecting, editing and approving photos to be published in the newspaper and online. Regularly used Adobe Photoshop to edit photos and Illustrator and InDesign for newspaper graphics.

May 2014

June 2014

Intern, Bureau of Indian Affairs

Created a series of presentations for a new program the bureau was implementing in 2014. Presentation templates were created in a manner outlining the course for any knowledgeable presenter to easily present the material and customize it with updated information as needed. Addressed various other office support tasks.

2013

Present

Independent Consultant, Website/Graphic Design

Created the logo and concept for the website lean4highered.org. Designed print material in correct format for the printer. Have an ongoing contract with the client.

August 2011

May 2014

Support Staff, Spears School of Business (OSU) Support Services

Assisted professors and staff with office and classroom needs.