



Rachael Maltby

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For more detailed overview of my capabilities and examples, please visit my website at www.rachaelmaltby.com.

Profile

I have been in the communications field for eight years with experience from non-profit and freelance work. I enjoy and appreciate creativity in all aspects. I still struggle with drawing on paper by hand, but put me behind a computer and I can make magic happen! I am performance-driven and knowledgeable in the communications field, photography and graphic design. I offer a strong attention to detail, passion for marketing, great problem-solving skills and teamwork capabilities. I actively apply process improvement techniques to deliver the best product in the most efficient way. As a proud member of the Chickasaw Nation, I am highly interested in continuing my career in American Indian health.

Skills & Education

Adobe Creative Suite
Microsoft Office
Organized
Creative
Graphic Design
Project Management

Process Improvement
Leadership
Photography
AP Style
Time Management
Website Management

Oklahoma State University
Bachelor of Science
Strategic Communications
Lean Six Sigma GB
Certified 2021

Work Experience

2015 - Present • Oklahoma City, OK

Oklahoma City Indian Clinic

Sr. Communications Specialist (February 2023 - present)

Communications Specialist (2016 - 2023)

Graphic Designer (2015 - 2016)

- Graphic design with Adobe Creative Suite (primary) and Canva (secondary)
- Project management with teams across over 15 departments at OKCIC and outside entities
- Supports onboarding of new hires within my communications team
- Crisis management
- Collaborates with other departments to ensure messaging is consistent and accurate
- Assists and delegates communication with stakeholders, staff and patients through various platforms
- Monitor analytics for all media platforms, including social media, website and more
- Proficient writing in AP Style with press releases, articles and more
- Communicates with media across Oklahoma for written press releases
- Assists in event coordination and planning
- Website management
- Photography
- Creates innovative promotional campaigns and collaborates with colleagues in order to increase press coverage and brand awareness
- Assists in the production of content for social media

May - June 2014 • Washington, D.C.

Bureau of Indian Affairs

Intern

August 2013 - May 2015 • Stillwater, OK

The O'Colly at Oklahoma State University (OSU)

Photo Editor (August 2014 - May 2015)

Staff Photographer (August 2013 - May 2014)

Collaborative Projects

- Annual Report for Oklahoma City Indian Clinic
- Biannual HORIZONS magazine
- Annual Oklahoma City Area Director's Indian Health Service, Tribal, Urban Awards Ceremony Program
- Annual Red Feather Gala
- OKCIC website redesign (in progress)
- Mark Harmon Celebrity Weekend (fundraiser)

Recognition

- NextGen Under 30 Oklahoma awardee in 2021
 - *This award recognizes individuals who demonstrate talent, drive, and service to their communities.*
- Best Collegiate Newspaper from the Oklahoma Press Association in 2014