



# Rachael Maltby

Cell phone: (405) 570-7666 • Email: rachaelm03@gmail.com

For more detailed overview of my capabilities and examples, please visit my website at [www.rachaelmaltby.com](http://www.rachaelmaltby.com).

## Profile

I have been in the communications field for over 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, press release and article writing, 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. I am interested in an administrative role where I can apply my organization and management skills effectively.

## 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