

# AMY YOUNT

Communications Professional

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Location: Indianapolis, IN

## Skills:

**Technical:** Microsoft Office, Photoshop, Eloqua, Salesforce Marketing Cloud, Webcast, Allegiance

**Communication:** Writing and editing, event management, digital message design and distribution, survey creation, webcast coordination, communications planning, employee coaching, public speaking

## Education:

**Master of Arts, Ball State University**

Degree: Organizational Communication

GPA: 3.74/4.0

**Bachelor of Science, Ball State University**

Interpersonal Communication Studies

GPA: 3.79/4.0 (Cum Laude)

*Finalist for academic honors in writing*

## Relevant Communications Experience:

### **Corporate Communications Project Coordinator, Cummins Inc.**

*Indianapolis, IN May 2015-present*

- Coordinate logistics of corporate meetings and events for executive leaders including quarterly all-employee meetings and quarterly Officers calls.
- Plan and execute communications projects including the efforts around improving internal communications among the North American Distributers
- Initiate surveys and synthesize results for events such as the 2016 Women's Conference, 2016 Manufacturing Day, and the Q2 Finance Online Town Hall.
- Create and organize presentation materials for quarterly all-employee meetings, staff meetings, employee onboarding, and the Global Leaders Development Program.
- Draft and edit email and web content for leaders
- Ensure timely delivery of departmental communications by adhering to structured communications plans

### **Instructor of Communication, Honors College, Ivy Tech Community College**

*Indianapolis, IN January 2015-present*

- Design creative and detailed training modules for broad range of students
- Facilitate classroom learning through the use of teaching, training, and activities
- Mentor, coach, and develop students both in and out of class

### **Communications Specialist, Salesforce Marketing Cloud**

*Indianapolis, IN January 2014-May 2015*

- Conducted detailed communication training for new employees
- Designed effective and entertaining training for broad range of global users
- Proposed and implemented strategy for communications coaching and employee development
- Created and implemented Individual Communication Plans for all employees to help improve verbal and written communication skills
- Ensured adherence to departmental communication strategy through coaching and consulting

### **Social Media and Clergy Assistant, Indianapolis Hebrew Congregation**

*Indianapolis, IN June 2012-December 2013*

- Created Twitter and Facebook accounts from the ground-up to further the mission of the organization
- Edited and published social media posts to help increase service attendance and monetary donations
- Gathered appropriate materials to create weekly temple programs
- Drafted promotional advertisements for upcoming events and programs
- Planned and executed temple events such as the Interfaith Break the Fast Dinner for over 300 guests

### **Communication Consultant and Trainer, Ball State University**

*Muncie, IN August 2011-May 2012*

- Conducted focus groups to assess the needs of the organization
- Analyzed and organized data gathered from interviews and focus groups
- Researched communication methods and solutions to organizational issues
- Presented communication solutions to clients
- Coached clients on how to improve organizational-wide communication

### **Instructor of Public Speaking and Intercultural Communication, Ball State University**

*Muncie, IN August 2010-May 2012*

- Planned and facilitated lessons for over 560 undergraduate students in communication
- Arranged the appearance of multiple international guest speakers for my students
- Coached students on improving both interpersonal and organizational communication
- Engaged in workshops on furthering classroom communication through social media

### **Communications Intern, Smithsonian National Air and Space Museum**

*Washington, D.C. May 2011-August 2011*

- Organized press and media coverage at over 10 museum events
- Drafted colorful yet powerful event descriptions for museum social media
- Wrote 20 press releases, 5 media advisories, and a NASA media analysis
- Created and distributed engaging flyers and advertisement for events
- Coordinated with national media outlets at museum events, such as National Geographic, National Public Radio, and The Washington Post

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### Leadership and Philanthropy:

**Cummins Indianapolis CIT Recognition Chair:** *August 2016-present*

**Immigrant Welcome Center event communications lead:** *September 2015-present*

**Alpha Chi Omega Sorority:** *September 2007-May 2010*

Technology Chair: *January 2009-December 2009*

Vice President of Risk Management: *April 2008-April 2009*

**Excellence in Leadership:** *August 2006-May 2008*

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