

BAILEY MILLER

EXPERIENCE

Willamette Events Board Salem, OR January 2020 – Present

Brand Management and Social Media Manager

- Purchased engaging prizes for the event, Bearcat Fridays, to increase brand awareness of the department and publicize upcoming events.
- Developed and sent Google Form surveys to student attendees of WEB events, with a prize incentive, and compiled and analyzed the results in a Microsoft Excel file.
- Collaborated with other WEB student leaders and supervisors in the Office of Student Affairs to manage branded publicity and develop social media content for Facebook, Twitter, and Instagram which increased overall followers by about 30 students on each platform.
- Organized a structured social media calendar for posting about events and general WEB visibility to create a streamlined process.

Oregon DCBS Salem, OR June 2019 – August 2019

LEAP Graphic Design Intern

- Organized web and print communication campaign project on young worker safety which involved research, content organization, and coordination with different departments as well as close collaboration with the public affairs intern.
- Designed all aspects of the project using InDesign to create images for social media and a publication appealing to young adults.
- Managed multiple tasks of the campaign project under deadlines and maintained a timeline for the completion of the project; solving problems as they arose.
- Presented project results to 40 members of the agency in a collaborative, engaging PowerPoint presentation.

Make a Wish Oregon Portland, OR June 2018 – August 2018

Communications Intern

- Created original posters, social media content, and other marketing materials using InDesign and Photoshop to assist in outreach efforts for events.
- Engaged followers by curating an appealing collection of photos and videos from events and strategically used them on social media to create and enhance the brand.
- Communicated with donors over email, phone, and in-person in a professional manner to answer questions and concerns and make them feel welcomed.
- Wrote persuasive press releases and updated content for the website to inform the public of the work of the organization.

CONTACT

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EDUCATION

**Bachelor of Arts,
Willamette University
Salem, OR**

Major: Civic Communication
and Media: GPA: 3.5

Expected Graduation Date:
May 2022

Communications Thesis:
*Teenagers, Texting, and Interpersonal
Relationships*

Study Abroad: Granada, Spain
Fall 2019

SKILLS

- **Advanced Spanish Language Skills** (Speaking, Comprehension, Reading, Writing)
- **Adobe Creative Cloud Applications** (Premiere Pro, Illustrator, InDesign, Photoshop)
- **Java and C++**
- **Microsoft Office Applications** (Word, Excel, Power Point, Outlook)
- **Google Suite Applications** (Gmail, Docs, Sheets, Slides)

HONORS AND AWARDS

- Mary L. Collins Undergraduate Scholarship (2020)
- Recipient Catherine D. Lutz Internship Fund (2019)