

NIKKI YOUNG

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OBJECTIVE

Dynamic, resourceful, creative, and experienced professional seeking an organization that needs a proven performer who keeps her eye on the prize.

SUMMARY OF QUALIFICATIONS

- Excellent supervisory, organizational, and time management abilities – accustomed to handling multiple ongoing activities in a fast-paced and time sensitive environment.
- Strong communication, interpersonal, teaching, and presentation skills – able to work effectively with a broad spectrum of personalities.
- Extensive background in public relations, marketing, event planning, and promotions.
- Extensive background in Business-to-Business and Business-to-Consumer relations.
- Typing (80 wpm), 10-key by touch, excellent internet research skills, and proficient in the use of modern office equipment.



EDUCATION

Bachelor of Fine Arts in Theatre, Southwest Texas State University, San Marcos, Texas, 2001
Professional Development:

- Certification: Nonviolent Crisis Intervention, Mission Rd. Development Center, SATX 2014
- Workshop: A Day of Love & Logic = A Year of Success. UIW, SATX 2013
- Certificate of Completion: Social Media Management. Fred Pryor, SATX 2011
- Certificate of Completion: Management 101 & Situation Leadership, SeaWorld SATX 2001
- Certificate of Completion: Producer's Program, Hollywood Film Institute, California, 2000

EXPERIENCE



San Antonio, Texas

02/13 – present

Creative Arts Teacher – Responsible for creating and implementing an individualized visual and performing arts education program for each of our students based on their unique learning and creative abilities.



San Antonio, Texas

09/02 – present

Creative Writing Contest Coordinator (09/02 – present) – Coordinates all the details – from scheduling school visits to media relations to the awards ceremony – for the local division of the annual American Immigration Council's Celebrate America Creative Writing Contest for fifth graders.

Director of Corporate Communications (09/13 – 02/14) – Created and executed marketing and public relations opportunities, as well as managed and created content for all the social media pages company-wide.

EXPERIENCE (Continued)



San Antonio, Texas

08/00 – 5/13

General Manager/Producer – Challenged to lead a full service, multi-media marketing company – whose services included advertising, marketing, public relations,

graphic design, video production, photography, training & development, and event coordinating – from inception through full operations and . . .

- Served as chief account representative for the firm's wide variety of clients which included lawyers, land surveyors, literary professionals, and more
- Handled all company business and personnel affairs
- Served as chief press and business liaison for the firm
- Supervised the planning and implementation of successful communications programs for both the firm and its clients by utilizing strategic and innovative marketing, advertising, public relations concepts and activities. - from print to screen, from the bright lights of the red carpet to the hot spots of the World Wide Web (including Oprah.com).



SURVEYSA San Antonio, Texas

3/02 – 12/07

Manager of Marketing Services – Multifaceted functions involved the development of marketing plans, strategies, and tactics focused on expanding customer base, offsetting competitive activity, and enhancing company business profile. Played a key role in expanding customer base from four customers to over 70 and . . .

- Developed and conducted internal and external company promotions and handled all event coordination that included site selection, catering, and logistics.
 - Created invitation lists for guests, ordered special recognition awards, created themes, and ordered required audio/visual equipment.
 - Created monthly activities that showed appreciation for employees, existing customers as well as stimulated new business development through giveaways and special activities.
- Conducted extensive competitive research and worked with senior management to provide input on pricing and land survey fee schedules.
- Represented the company at various community events, professional meetings, trade shows, and Chamber of Commerce events.
- Prepared press releases and other external communications
- Additional responsibilities included assisting Office Manager with AR/AP and managing all staff.



San Antonio, Texas

11/03 – 1/06

Project Coordinator – Worked with various executives to assist and coordinate various creative projects that included public relations, marketing research, event coordination, and video production.



San Antonio, Texas

1/01 – 1/02

Marketing Assistant – Worked with various executives to assist with various creative projects that include developing brochures and other marketing material. Handled public relations with clients and . . .

- Prepared general and confidential correspondence for executives.
- Handled accounts payable, accounts receivable, and maintained office/client files.
- Effectively managed/coordinated activities from concept through completion with extensive interdepartmental coordination.

ADDITIONAL EXPERIENCE

- **YMCA of Greater San Antonio – Creative Arts Instructor**
- **PRIMADONNA PRODUCTIONS – Film Producer/Casting Director/Acting Coach**
- **SA TEEN SCENE – Executive Producer & Social Media Manager**
- **#goodjobtexasjr – Executive Producer & Host**
- **1% REALTY – Administrative & Social Media Marketing Assistant**
- **GREAT DAY SA (KENS 5 – CBS Affiliate) “An Affair of the Art” – Segment Contributor (On-Air Talent & Producer)**
- **SEVERAL AREA THEATRES – Marketing and Business Development/Instructor**
- **WOAI (NBC Affiliate) “Where’s Cleto?” – Segment Producer/Talent Coordinator**
- **LINDA MCALISTER TALENT/ROME TALENT – Actress/Model/Host**
- **CODY~HARRIS PHOTOGRAPHY – Photography Studio Assistant** (receptionist, appointment setter, client relations, sales, marketing, and general administrative duties)
- **SEAWORLD SAN ANTONIO – Show Host**

PROFESSIONAL AFFILIATIONS

- **San Antonio Theatre Coalition, Board Member** (2003-2009)
- **Texas Music Coalition, Board Member** (2004-2010)
- **Texas Non-Profit Theatres, Board Member** (2004-2006)
- **Texas Motion Picture Alliance, Board Member** (2006-2010)
- **Texas Association of Film/Tape Professionals, Board Member** (2009-2011)
- **Friday Networking Luncheon**
- **Business Opportunities for Texans**
- **San Antonio Film Commission**
- **Architecture Foundation of San Antonio**

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