

Courtney Jo Cheney

Public Relations Professional

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EDUCATION

B.A., Communication, Westminster College, Salt Lake City, May 2020

- Dance Minor
- Member of Alpha Chi Honor Society, Top 10% of class

EXPERIENCE

Council Member of the Utah Alpha Chapter, September 2018-Present

Alpha Chi Honor Society, Salt Lake City, UT

- Created a take-a-book, leave-a-book shelf for Westminster students
- Planned and hosted a society event for incoming members
- Organized the new council for the 2019-2020 school year

Public Relations Specialist, Fall 2019

Totally Tutoring, Salt Lake City, UT

- Worked in a team of three to create a Public Relations plan for a local tutoring company
- Re-designed the initial contact emails with Adobe InDesign
- Created a social media plan for optimal posting times to reach followers
- Completed an environmental scan identifying other strategies being used

Development Intern, Fall 2019

Make-A-Wish, Salt Lake City, UT

- Selected and coordinated six wish kids and their families for the Macy's Thanksgiving Parade event in November 2019
- Contacted Wish families to follow up on their wish trip experiences
- Crafted donor thank you emails using a write-up of a wish experience
- Entered donor information into the database and edited where necessary

Staff Member, Spring 2019

The Forum, Salt Lake City, UT

- Worked with Adobe Premiere Pro for video & Adobe Audition for audio
- Focused on concise and accurate news reporting

Dance Society Vice President, Fall 2016- Spring 2017

- Planned and participated in Dancing with the Stars of Westminster
- Established the dance society in August 2016

SKILLS

- Adobe InDesign
- Adobe Premiere Pro
- Microsoft Office Excel
- Microsoft Office Word