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**Kathrine (Katie) Tooley**

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1. Prairie St. Terr., Princeton, Kansas 66078 - Home/Cell: 785-418-7234 - katie.tooley@ottawa.edu

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**Professional Summary**

Proactive media and communications professional with seven years in internal and external communications, social media, and editorial media relations.

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**Skills**

|  |  |
| --- | --- |
| * Superior verbal and written communication skills
* Adobe InDesign
* Calm under pressure
* Adobe Fireworks
* Microsoft word, excel, and publisher
 | * Composed
* Web content
* PowerPoint presentations
* Exceptional attention to detail
* Excellent interpersonal skills
 |

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**Work History**

**Sports Information Director**, 12/2006 to Current
**Ottawa University** – Ottawa, Kan.
In charge of covering 16 sport teams at a small NAIA Division II school ... Developed game day programs, media guides, and recruiting pieces for the coaches, athletes, and recruits ... In charge of statistics for each home game for the athletic department (football, volleyball, men's soccer, women's soccer, cross country, women's basketball, men's basketball, softball, baseball, golf, track, and tennis) ...  I regularly update the athletics website (www.ottawabraves.com), write and distribute press releases to media outlets, compiles stats and archives team information ... proficient in Microsoft word, excel, publisher, Adobe InDesign and adobe firework.

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**Education**

**MBA**: Emphasis in Sports Administration, Current
**Tiffin University** - Tiffin, OH
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**Master of Arts**: Sports Administration, May 2010
**University of Kansas** - Lawrence, KS

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**Bachelor of Science**: Information Resource Studies, May 2004
**Emporia State University** - Emporia, KS
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**Bachelor of Arts**: History, May 2001
**Ottawa University** - Ottawa, KS

[Edit](http://rwz.myperfectresume.com/rwz/build/school-education.aspx?docid=18329838&pid=110644600&action=edit)Delete**Awards and Honors**I am a member of NAIA-SIDA and CoSIDA and has had 20 publications earn NAIA-SIDA honors with two being named the best in the NAIA. I am also the secretary for the NAIA-SIDA Board, a position that is only offered by the President of the NAIA-SIDA. I have has earned two Citations for Excellence in Publications in Division C for my combined men's and women's basketball media guides. I was named KCAC SID of the Year for my work during the 2009-10 athletic season.

**References**

Available upon request

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