Kameryn Rome

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# Education

## Bachelor of science in Business Administration | May 2020 | NICHOLLS STATE UNIVERSITY

* Major: Computer Information Systems

## B.A. Mass Communications | May 2014 | Nicholls State University

* Major: Print Journalism
* Published in Chez Nouz en Louisiane | Fall 2013 and Spring 2014

# Skills & Abilities

* Skilled photographer in digital and analog photography and able to do post editing on photos
* Computer proficient in Windows and Mac environments
* Social media marketing savvy
* Able to professionally answer and operate multiple lined telephones and leave detailed messages
* Experienced writer for print and online publications- skills include composing, editing, and designing documents that include news and feature stories, brochures, newsletters, flyers, and invitations
* Capable of creating marketing materials for events and fundraisers for online and print
* Skilled with most Adobe design and Microsoft office programs including: Adobe InDesign, Photoshop, Premier Pro, Dreamweaver, Publisher, Illustrator, Premier Pro, WordPress, iMovie/Windows Movie Maker, Microsoft Word, PowerPoint, Excel, Microsoft Publisher and Visual Studios
* Working knowledge in HTML and CSS for creating, editing, and web design
* Familiar with Visual Basic, Java Script, and SQL
* Skilled in creating visuals on Tableau using data from Excel
* Knowledgeable in statistical tests used to perform Data Analytics
* Provides excellent customer service
* Able to efficiently work and manage groups with different backgrounds and ethnicities
* Proficient in zoom, skype, and Google meet/hang out video conferencing

# Experience

## Correspondence Photographer | Houma Courier/Daily Comet | January 2013 - Present

* Take pictures at local events in Terrebonne and Lafourche Parish
* Write captions for online and print publication of the Newspaper

## Associated Staffing | Temp positions | July 2020 – Present

* Accepted temporary jobs as needed with the company doing customer service and secretarial jobs. Answered phone calls, performed tasks on the computer, transferred calls, and any other tasks assigned to me.

## Tech Support and Collections | South Central Planning and Development Commission  November 2017 – June 2019

* Provided exceptional customer service, answered phone calls, sent emails for support tickets to help customer with technical support for the My Government Online permitting website, and called customers on behalf of the jurisdiction to collect payments

## Graphic Designer | Flow Line valve and controls | October 2014 – February 2017

* Updated internal and external documents, updated company’s website and social media, took pictures of products for online and print publication, and created catalogues for customers from updated brochures.