

REBA UNDERWOOD GRIGGS

CONTACT



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6131 37th St.
Lubbock, Texas 79407

EDUCATION

BACHELORS OF SCIENCE

Agricultural Media &
Communications

MINORS

Animal Science
Mass Communications

West Texas A&M University
December 2013

AWARDS

American FFA Degree
2010

Lone Star FFA Degree
2009

4-H Gold Star
2007

REFERENCES

Florence Ann McVay
3708 45th St.
Lubbock, TX 79413
806-797-4393

Dr. Tanner Robertson
WTAMU Box 60998
Canyon, TX 79016
806-543-0757

Margaret Sessums
5712 92nd St.
Lubbock, TX 79424
806-543-8149

PROFESSIONAL EXPERIENCE

South Plains College

Residence Hall Director

Aug. 2015 - Present

Levelland, Texas

- Select, Train and Supervise Student Workers
- Oversees Residents Activities
- Plan and Participate in Campus Activities for Students and Faculty
- Complete Weekly Health and Safety/Room Checks
- Communicate via telephone, flyers, mail, e-mail and social media
- Create and Enforce Policies and Procedures

WU Photo & Graphics

Co-Owner/Videographer/Graphics Coordinator

June 2005 - Present

Lubbock, Texas

- Coordinate Projects with Private and Commercial Clients
- Manage Accounts Receivable and Payable
- Photography & Video Recording and Editing
- Custom Graphic Design
- Freelance Editorial Writing
- Social Media Consulting

St. Luke's Methodist Church

Media Coordinator

Dec. 2014 - July 2016

Lubbock, Texas

- Social Media Management, Development, Advertising and Strategy
- Search Engine Optimization
- Website Design, Management and Optimization
- Digital, Web, Social and Graphic Design
- Set, Meet and Enforce Deadlines with Staff

Ranch House Designs

Design Specialist

Jan. 2014 - Sept. 2014

Wharton, Texas

- Graphic Design and Page Layouts for Print and Web
- Correspond with Clients Worldwide via Email and Phone

West Texas A&M University

Institutional Advancement – Department of Marketing and Communications
Student Worker

Aug. 2012 - Dec. 2013

Canyon, Texas

- Event Planning and Coordination
- Graphic Design for Print, Digital Signage and Web

Amarillo Tri-State Exposition

Marketing Intern

Summer 2012

Amarillo, Texas

- Improved Social Media Marketing Strategy
- Graphic Design for Print, Social Media and Web
- Event Planning, Promotion and Coordination

SKILLS

- Marketing: Digital, Print, Social Media & Web
- Online/Social Media: Analytics, Facebook, Instagram, Twitter, Blogging, Etc.
- Graphic Design, Photography, Videography and Web Development
- Leadership: Effective Communication, Negotiation, Organization
- Management: Supportive, Motivational, Delegates Tasks, Counsels, Team Player

CERTIFICATION

- CPR, AED, First Aid Certification - American Red Cross