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📍 3329 Half Full Dr.,
Manhattan, KS 66502

SKILLS

- Management Skills
- Relationship building
- Conflict Resolution
- Critical Thinking
- Communication Skills
- Grant Writing & Managing
- Digital Marketing

SOFTWARE SKILLS

- Budgeting
- Adobe Suite
- Microsoft Office
- CRM & SEO
- Social Media Platforms
- Submittable & Grants.gov

EDUCATION

Bachelor's of Mass Communication and Public Relations

Texas State University
San Marcos, TX
2016 - 2020

Michaela Joyce

Executive Director

PERSONAL PROFILE

Executive Director with experience developing a new program and executing the mission and vision of the organization. Proven ability to lead others and capture opportunities to grow and advance community development with 7+ years of experience in Public Relations and Marketing. Strong drive and determination to continue growing and advancing in career.

WORK EXPERIENCE

Junction City Main Street | Executive Director

2022 – Present

- Community & Business Development through strategic planning.
- Relationship building within downtown, city, county and region.
- Experience in overseeing day-to-day operations, managing staff, and implementing policies to ensure smooth functioning of the organization.
- Oversee budgeting, detailed expense reporting and yearly work plans.
- Grant writing and reporting.
- Event planning.

US Stone Industries | Customer Relations

2020 – 2022

- Effectively project managed the second-largest sales region for Limestone.
- Grew social media platforms following by 30% within year.
- Researched a new website partner and lead a complete rebrand and rebuild of our website.

Social Media Cordination | Consultant/Mangement

2019 – 2021

- Created social media content to promote several local entrepreneurs.
- Assisted with podcast promotion.
- Tracked analytics across all platforms and created posting schedules for all clients.

Downtown San Marcos | Assistant

2017 – 2020

- Assisted local businesses with revitalization and economic development needs in the historic downtown.
- Planned and executed several successful downtown events.
- Daily/Monthly tasks included social media content creation and advertisement, board meetings, email campaigns, monthly reports, and newsletters.

REFERENCES

Maureen Gustafson

Intrust Bank President

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Scott Sewell

Kansas Main Street Director

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