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Auriel Brianna Echols

Objective Seeking full time employment to illustrate and acquire advanced knowledge and experience in the public relations, communications, and healthcare industry

Education

August 2005- Present	University of Tennessee-Knoxville Major: Public Relations Minor: Journalism, & Electronic Media GPA 2.97
Graduation Date: August 2009	
August 2001-May 2005	Cordova High School, Cordova, TN High School Diploma with Honors
January 2003-August 2005	National Data Processing Program For High School Students University of Memphis Fed-Ex Institute

Awards and Honors *Honor Society Memberships*

- National Society of College Scholars
- National Spanish Honor Society
- National Honor Roll

Scholarships

- African American Incentive Scholarship by the University of Tennessee
- Data Processing Associates National High School Computer Scholarship
- Patricia Walker Shaw Scholarship by the National Coalition of 100 Black Women Inc.

Awards

- American Dream Team Internship
- Outstanding Young Woman of Memphis
- National High School Computer Champion (3yrs.)
- National Leadership Foundation Award Recipient
- Cultural Diversity Arts Recipient by Cordova High School American Association of Teachers of Spanish and Portuguese Award

Language 5th year Spanish student – ability to speak, read and write proficiently. Tested 17 of 1,500 on the National Spanish Exam and received recognition from the American Association of Teachers of Spanish and Portuguese

Work experience **May 2008 – August 2008** **The Procter & Gamble Co.**
Global Healthcare- External/Public Relations Specialist
Cincinnati, OH

- Worked at Procter & Gamble’s Headquarters as a public relations specialist.
- Assumed responsibility for the global pharmaceutical intranet site, uploading and writing weekly news releases informing employees of things going on within the organization
- Wrote and edited confidential organizational announcements on behalf of senior management
- Planned and executed large scale events for the healthcare business (town hall meetings, health & wellness expos, etc.)
- Created a design for the new integrated global healthcare website
- Collaborated with the pharmaceutical business to further leverage ongoing programs
- Presented business innovating presentations to senior management such as, Susan Arnold (Vice Chairman of Procter & Gamble)

Internship **August 2006 – Present** **Tennessee Journalist News**
Writer/Editor **Knoxville, TN**

News web site for the School of Journalism and Electronic Media, College of Communication and Information at The University of Tennessee Knoxville.

- Responsible for research, writing, and editing distinctive

Internship

news articles for daily newspaper and online opinion website.

August 2005 – May 2008 University of Tennessee Knoxville

Resident Assistant (Morrill Hall & Humes Hall)

- Co-terminal student staff living in University undergraduate residence to help build strong and healthy residential learning communities which complement and extend classroom learning.
- Responsible for creating residential environment that enhance student academic progress and success;
- Created opportunities for students to explore and clarify their interests, values and attitudes; to build inclusive and reflective environments in which differences of background and belief are explored;
- Provided personal and academic counseling and referral; Enforced University policies
- Encouraged student responsibility and accountability

May 2004-July 2005 Skipworth of Memphis, TN Information Technology Director, Marketing and Production Assistant

- Handled, retouched photographs, exclusive assistant working on Memphis Woman's Magazine and other high profile events by editing, photo lay-out and cover.
- Completed on location photo shoots, handled technology, marketing issues and managed office.
- Responsible for accounts and deposits.

May 2006 – August 2006 American Dream Team Internship Washington, DC - Memphis, TN

- Selected to participate in the American Dream Team Internship, sponsored by Fannie Mae, in consortium with The Memphis Urban League and United Housing.
- Received professional mentoring in addition to working on business projects gaining hands-on experience in: credit scoring, loan application review, automated underwriting, business essentials, loan origination, servicing and operations, residential loan marketing strategies, and activities which promote

interest in social and community issues.

- Assisted in development of first mortgage lending program allowing United Housing to be first nonprofit mortgage company.
- Processed, serviced, and closed of over \$2 million in mortgage loans.

Computer Skills: Loan Base, Encompass, Automated Underwriting Systems, Microsoft Access, Excel, Word, PowerPoint, Microsoft XP 2000, Windows XP and Vista, Publisher, Outlook, Active Server Pages (ASP), Hyper Text Markup Language (HTML), Quark and InDesign

Volunteer experience

- Habitat for Humanity-Built new homes in the historical community of Lemoyne Gardens, Stax Museum, Memphis, TN
- The Lost Sheep Homeless – Knoxville, TN
- Ronald McDonald House Volunteer- St. Jude Children’s Hospital
- “Get Out the Vote” - Voter Registration Drive
- Youth United Way of Memphis
- Morrill Hall Residents Association - Children’s Hospital, Knoxville, TN
- United Residents Hall Council- Created and coordinated “Trash to Treasure” a recycling event through University of Tennessee’s Campaign “Make Orange Green”
- “Spirit of Cheer”- Free urban cheer camp fostering self-esteem, teambuilding, and respect for middle & high school youth
- Martin Luther King Jr.’s Day of Service- Mediated forum for elementary and middle school students on the history of the civil rights movement and the life of Dr. Martin Luther King, Jr.
- Girl Scouts of America – 12 year Scout. Participated in numerous community service projects acquiring leadership skills, opportunity & exposure.

References

Jeff McDowell, P&G Health & Feminine Care

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