

Anna Merissa Guettler

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Objective

Resourceful, passionate, and enthusiastic. Talents include photography, editing, social media management, web writing, and website development. Experience gained through prior jobs and courses taken at school provide skills in communication and critical thinking.

Employment History

Affiliate Services Representative at iHeartMedia

March 2018 – present

Responsibilities include: fostering and maintaining relations with affiliates (radio stations), verifying affidavit completion, pulling reports for advertisers, and ensuring that affiliates are in compliance with their contract.

New Media Intern at Texas A&M University-Corpus Christi

May 2016 – May 2017

Responsibilities included: drafting, generating, and scheduling content for various TAMU-CC social media accounts (Facebook, Twitter, Instagram, Snapchat), pulling analytics reports for social media accounts on Hootsuite, pulling reports for emails through MailChimp, and assisting during promotional campaigns.

Assistant Manager at Guettler Farm & Ranch

May 2012 – May 2016

Responsibilities included: data analysis, communication with employees, bookkeeping and payroll, attending board meetings, vendor relationships, as well as basic farming and ranching duties.

Administrative Assistant at Caliber Home Loans

May 2015 – August 2015

Responsibilities included: document and office management, public relations initiatives

Education & Specialty Courses

Texas A&M University-Corpus Christi

August 2015 – December 2017

Earned a B.A. in Communication with a focus in Media Studies

GPA: 3.8

- **Photography I** – Basic overview of photographic elements and Adobe Photoshop & Bridge
- **Photography II** – Overview of 35mm film development & printing procedures
- **Photography III** – In-depth analysis and production of fine art photography
- **Writing for the Web** – Highlighted proper web-writing techniques via hands-on website construction
- **News Publication** – Wrote weekly stories to be published to TAMU-CC's school newspaper

University of Texas-San Antonio

August 2013 – May 2015

Skills

Technical Skills:

Photography • Editing • Writing (Fiction/Non-Fiction/News Stories/Blog) • Coding (HTML & CSS)

Programs:

Adobe Photoshop and Bridge • Adobe Premiere Pro • Microsoft Office (Word, Powerpoint, Excel)

Honors and Leadership Activities

- Member • **TAMU-CC Club Tennis** • 2016-2017
- UCSO Representative • **TAMU-CC Chess Club** • 2017
- Member • **Dean's List at Texas A&M University-Corpus Christi** • (Fall 2015-Fall 2017)
- Winner of the **Evening Post Publishing Company-KRIS TV Scholarship Endowment** • 2017
- Recipient of the **Citgo Communication Distinguished Scholars Scholarship** • 2017
- Granted the **Melvyn N. Klein Scholarship Endowment for Writing and Communications Award** • 2017
- Member • **Lambda Pi Eta (ΛΠΗ) Communication Honor Society** • 2017