

michelle.o.robbins@gmail.com
512.658.4627



michelleolivia.com
linkedin.com/in/michelleorobbins
twitter.com/michelle_olivia

EDUCATION

- ◆ **Texas A&M University, College Station, TX, Distinguished Student** *Graduated May 2010*
Bachelor of Arts in Communication, Minor in Business, *Communication Honors List*
Major GPA: 3.3/4.0 Overall GPA: 3.24/4.0

SKILLS

- Fluent in Spanish
- Able to communicate in American Sign Language
- Proficient in Adobe Photoshop, HTML and CSS code, Adobe Dreamweaver, Adobe Illustrator, Adobe Livecycle, MS Excel, MS SpaSoft

WORK EXPERIENCE

- ◆ **Institute for Innovative Therapeutics at Texas A&M University System, Communications & Marketing** *Dec 2009-May 2010*
 - Recruited to organize and draft highly confidential information for circulation in the Associated Press
 - Designed, organized and maintained layout for a brand new website for The Institute for Innovative Therapeutics
 - Participated in media relations with major international journals including New York Times, Wall Street Journal, The Economist, BusinessWeek, & Scientific American
 - Involved in major federal relations with release of new information in cooperation with Crosswind Communications PR Firm in Austin, Texas
 - Cooperated and worked closely with Texas A&M University System leaders, including Dr. Brett Giroir (Vice Chancellor for Research), Jason Cook (Chief Communications Officer), and Rod Davis (Director of Communications)
- ◆ **Texas A&M University Computing & Information Services, Communications & Marketing** *Jan 2009-Dec 2009*
 - Created, filmed, edited and produced National Award-Winning Earth Day 2009 Promotional Video (iTunes link: <http://bit.ly/19jcyP>)
Awarded **Best in Category for Student Promotional Material** from Special Interest Group for University and College Computing Services
 - Lead and update/interact on the Texas A&M Information Technology Twitter (@TAMU_IT) and TexAgs.com (TAMU_IT) accounts
 - Cooperate with Communications and Marketing team with digital marketing and communications campaigns to university
 - Redesign websites, create and re-brand a new CIS style-guide, and create/edit documentation for Texas A&M IT websites
 - Collaborate with communications specialists, graphic designers and web developers
 - Write and edit various websites for university use, including security.tamu.edu, howdy.tamu.edu & it.tamu.edu
- ◆ **Lake Austin Spa Resort, Spa Coordinator/Spa Host** *Summer 2008, Winter Break 2008-09*
Voted #1 Destination Spa in North America 2008 by Condé Nast Traveler Readers
 - Memorized, in detail, over 75 spa services offered
 - Communicated with guests upon arrival and departure regarding check in/out, treatment information, and location of spa facilities
 - Handled monetary value of up to \$20,000 daily
 - Coordinated appointment schedule for over 50 therapists
- ◆ **Texas Notary Public, Licensed Notary** *Jan 2006- Nov. 2009*
 - Authorized by the State of Texas -Notarize important, legal documents

LEADERSHIP

- ◆ **Young Life Leadership; Young Lives Leader, Brazos Valley** *2006- 2009*
Mentor program for pregnant teenagers and teenage mothers
 - Educate young women on how to manage money, apply for jobs, and become a positive influence on children
 - Plan and execute weekly meetings with 5 co-leaders for 30-45 teenage mothers to discuss personal issues and provide a craft/activity, while children attend complimentary childcare
 - Translate meetings from English to Spanish for Spanish-speaking mothers
- ◆ **Delta Delta Delta Sorority; Risk Management Officer (2008)** *2006- 2010*
 - Responsible for 200 car insurances and driver's licenses, and for every under-age member's signature pledging "Designated Driver/Walker," ensuring a safe commute at every Tri Delta-sponsored event
 - Hire buses and security guards for events, one month in advance, using a \$2,500 budget
 - Led a children's carnival for The Big Event 2007, the largest student-run service project in the nation
- ◆ **Gilbert Leadership Conference** *2006- 2008*
Member of the Year 2008-2009
Operations Coordinator 2008 - Operations Committee 2007 - Delegate 2006
Exists to provide 32 freshmen the opportunity to develop as student leaders
 - Manage, plan and execute all scheduling activities of the conference, including hotel relations, program locations, food venues, transportation details, and finalized schedule, with a budget of \$12,000
 - Coordinate and attend meetings with hotel, restaurant and theatre managers in downtown Dallas and Houston for pre-conference scheduling