



# JENNIFER GLIME

COMMUNICATION MANAGEMENT

## CONTACT

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920 373 6788

## EDUCATION

2022

**University of Wisconsin  
Green Bay**

Bachelor's - Organizational Leadership

2024

**Purdue University**

Master's - Communication, Branding,  
and Media Studies

## SKILLS

Written Communication



Verbal Communication



Coaching/Leading



Organizing



Delegating



Scheduling



Empathy



Microsoft Office 365



Adobe InDesign



Adobe Photoshop



Adobe Illustrator



Google Analytics



## SUMMARY

Motivated collaborator with strong ability to identify diverse stakeholder groups and tailor communication to each. Five years of experience bridging internal and external audiences. Desire to leverage my education and creative skill set to help others grow through meaningful work. Mission: to honor my family, fiercely advocate for causes I believe in, continuously strive for excellence in everything I do, and to live purposefully with relentless, genuine determination.

## EXPERIENCE

Dec '20 - Current

### **MARKETING, COMMUNICATION AND ADMINISTRATIVE COORDINATOR**

*MAPLE VALLEY MUTUAL INSURANCE COMPANY*

- Develop and disseminate internal and external communication to employees, outside agent force, customers
- Complete re-brand of organization including logo evolution, creation of new website and updated print collateral
- Manage advertising budget and develop language and artwork for traditional media in local markets
- Member of leadership team, with administrative group of (5) direct reports
- Secure vendor relationships to automate outdated, manual mailing processes, saving 20% of project cost and increase efficiency in workflow by 75%

Apr '15 - Dec '20

### **ADMINISTRATIVE AND ACCOUNTING MANAGER**

*K. W. RUSCH, INC.*

- Completed A/P processes, led (1) direct report
- Managed administrative communication, company payroll, and tax reporting with precise attention to detail

Jun '10 - Dec '21

### **OWNER, PROFESSIONAL PHOTOGRAPHER**

*POSE PHOTOGRAFIX*

- Owned and operated photography and graphic design studio
- Created unique artwork for families, babies, seniors, and local sports teams