

Nicole Hoffmann

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Objective

As a graduate from Waldorf University my objective is to pursue a career in public relations. To contribute superior writing and communication skills, problem-solving abilities, task management skills, organizational talents, market techniques, familiarity of media platforms, and to contribute to the success of the organization.

Education

BACHELORS OF SCIENCE, COMMUNICATIONS | SEPTEMBER 2018 | WALDORF UNIVERSITY

- Related coursework: English Composition I, English Composition II, Principles of Marketing, News Gathering and Reporting, Digital Core, Mass Communications and Society, Editing, Public Relations, Media Literacy, Media Crisis Management

ASSOCIATES OF APPLIED SCIENCE, GRAPHIC ARTS | DECEMBER 2001 | DES MOINES AREA COMMUNITY COLLEGE

- Related coursework: Press I, Press II, Graphic Prepress II, Principles of Photography, Graphic Arts Orientation, Methods of Graphic Arts, Intro to Desktop Publishing, Desktop Publishing II

Experience

HOMESCHOOL INSTRUCTOR

- Primary instructor for two children of varied ages, curriculum development, creative lesson planning, multi-age classroom management, progress assessment, performance coaching, persuasive writing and technical writing.

KEY SPOUSE

- Key Spouse for two Air Force units. Familiarizing myself with the working of the Force Support Squadron and the assistance that the Military Readiness Center in particular provides to families and service members. I quickly and easily adapted to new units and the climate and missions of each.

Skills and Abilities

- Proficient in applications such as QuarkXPress, Adobe Photoshop, Extensis Suitcase, Franklin Estimator, Adobe Illustrator, Final Cut Pro, Microsoft Office (Word, Excel, Power Point and Publisher), Keynote 9.
- Graphic arts abilities pertaining to Preflighting, Stripping and Impositioning, Matchprint, Colorkeys and Press Operation.
- Social media abilities include shooting, editing, and distributing photos using Flickr, the use of Facebook, Twitter, and YouTube, as a resource for establishing social media marketing.
- Managed and organized the calendars for a family of four. I organized and executed family budgets to maintain a single income family lifestyle.

- Performed duties as a data entry clerk, becoming familiar with the requirements of organizing files and interpersonal communications.
- Ran a part-time hobby business, which required organization and management of supplies, inventory, funds, and other resources including accomplishing printing projects using Microsoft Office Publisher.

Achievements

- 2 Gold Awards from the International Association for Printing House Craftsman in Des Moines, Iowa for design, printing, and binding.
- Squadron Key Spouse of the Year

Online Contact Information

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References available upon request.