

# LESLIE MAYO

## PUBLIC RELATIONS & ACCOUNT MANAGEMENT

### CONTACT ME!

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### EDUCATION

#### University of Oklahoma

*Anticipated Graduation Date: May 2020*

Gaylord College of Journalism and  
Mass Communications

GPA: 3.76

BA: Public Relations | Anthropology Minor

President's List Fall 2017 and Fall 2019

### INVOLVEMENT

Camp Crimson Orientation Staff

Chi Alpha Campus Ministries

CAC Homecoming representative

University Sing cast member

Sooner Scandals cast member

Union Programming Board DOE volunteer

Soonermen

Association of Women in Sports Media

### WORK EXPERIENCE

#### University of Oklahoma Housing and Food MarCom

*Marketing & Communications Intern | August 2018 - Current*

- Assign tasks for myself and other 4 interns to complete throughout the week
- Update Twitter, Facebook and Instagram accounts for department
- Create graphics for social media and quizzes through Buzzfeed.com
- Maintain office organization through administrative assistant tasks and basic office procedures

#### Sooner Sports Pad

*Public Relations Director | January 2018 - December 2019*

- Managed Facebook and Instagram account
- Directed and led other 8 Public Relations Team members
- Created graphics for Facebook and Instagram account
- Coordinated audience members before, during and after the show

#### KCTX Radio Station

*Station Intern | June 2017 - July 2017*

- Hosted pre-recorded radio show
- Co-hosted a live show and live contests
- Wrote, voiced & produced commercials
- Shadowed field reporter at a live sporting event
- Researched events in the area to gather news for talking points

### SKILLS & CERTIFICATIONS

Canva Graphics

Project Management

Administrative Assistance

Final Cut Pro Editing

Account Management

Website building through Wix  
and CQ5 Author

Microsoft Word and Powerpoint Certified

Parliamentary Procedure - National Runner Up  
for Business Professionals of America

HeyOrca and Hootsuite Certified

Blog Writing Certified

### HONORS & ACHIEVEMENTS

University of Oklahoma Distinguished Scholarship

Alpha Lambda Delta National Honor Society

Account Executive for senior capstone group that created full campaign for Lethal

Words: Hate in America 25 Years After the Oklahoma City Bombing event

# EXTRA MAYO, PLEASE?