

CAROLINE PURTLE

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Digital portfolio: www.carolinepurtle.com

EDUCATION

The University of Texas at Austin Bachelor of Journalism
Certificate program acceptance: "Ethics & Leadership
in Law, Politics, and Government" Graduated: May
2021
Senior Fellows: the Honors Program of the Moody
College of Communication

EXPERIENCE

Allstate Insurance Agency - *administrative assistant*; Texarkana, TX January 2024 - Present

- Streamline all office communication and organization through rolling call log and chatroom
- Devise rewards for lead generators; launch social media giveaways; regularly draft posts

Capital Insurance Agency - *administrative assistant*; Texarkana, TX August 2021 - January 2023

- Managed hundreds of commercial policies and their organization in database
- Troubleshoot office technology and network when needed

Texarkana Magazine - *freelance writer*; Texarkana, TX January 2021 - January 2022

- Wrote business stories and features on exceptional individuals and current events
- Built professional relationships through continued correspondence with local government officials and Chamber of Commerce for background and comment

Copy Editor & Tutor - *paid*; Austin, TX & Texarkana, TX September 2015 - Present

- Application guidance for professional programs, specializing in medical, dental, and nursing schools with a 100% success rate
- Revise grammar, check content, hone style, and provide creative direction on any written subject

Pro Player Foundation - *creative assistant*; Austin, TX March 2017 & 2018

- Hired for sixth and seventh annual "Flavors of Austin" fund-raiser benefiting the National MS Society
- Organized silent auctions; assisted live auction alongside MS Ambassador Tyler Campbell
- Solicited donations and promoted event
- Coordinated interactions with professional athletes and Hall-of-Famers such as Tony Dorsett and Earl Campbell

Texas State House, Capitol - *Lead Legislative Intern & Aerospace Caucus Contact* July 2016 - July 2017

Worked for State Rep. Dennis Paul of District 129 through interim and 85th Legislature

- Lead two other interns, training them to use software programs and routines while distributing their workload
- Designed and wrote Representative's E-Letter, emailed to several thousand constituents each week
- Worked with legislators, lobbyists, and constituents personally and directed them to their needs while promoting the Representative's agenda

LEADERSHIP EXPERIENCE AND ACTIVITIES

Zeta Tau Alpha Sorority 2015 - 2019

Entertainment Chair of Recruitment team (2017)

- Booked vendors, monitored expenses, built schedule, and managed calendar for formal recruitment at UT
- Assembled professional sound system, stage, designed sets; oversaw live and taped performances

HONORS

Moody College of Communication Senior Fellows Honors Program April 2016 - May 2021

- One of 30 candidates chosen within communications school
- Five Honors classes and a symposium; each instructed by distinguished faculty in Journalism, Communications, Public Relations and Advertising, and Radio Television Film (RTF)

Skills/Interests

Computer Skills: Adobe Creative Suite; Final Cut Pro; Microsoft Office; Google Workspace; Pages; Keynote; Canva; social media outreach and engagement

Languages: Adequate comprehension of Spanish, French, and American Sign Language

Interests: Film, Creative Writing, Art, Dance, and Travel

Work Eligibility: Eligible to work in the U.S. with no restrictions