

Kayla Warner

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kaylanicolewarner.com

EDUCATION

Auburn University, Auburn, AL

Major: Public Relations Minor: Women's Studies

Cumulative GPA: 3.54

Honors: Dean's List

McMahon Public Service Endowed

Scholarship

Charles Barkley Endowed Scholarship

EXPERIENCE

Montgomery Education Foundation, Montgomery, AL

Communications and Development Coordinator

January 2018 - Present

- Research, create and implement external communication strategies including media relations and social media, reaching over 2,000 followers across platforms
- Plan the annual Brain Brawl trivia bowl fundraiser which benefits Montgomery Public Schools and MEF, raising over \$20,000 annually
- Develop and oversee registration for the Brain Forest Summer Learning Academy in Montgomery and Birmingham, serving over 400 4th-6th grade students
- Collaborate with team members in the planning of community programming and summer learning initiatives including Network Night, Brain Forest Summer Learning Academy and Reading on Wheels

Office of Inclusion and Diversity, Auburn, AL

Social Media Intern

June 2017-December 2017

- Composed, scheduled and shared social media posts on Facebook and Twitter increasing the following by 14 percent in 2 weeks
- Collaborated with other members of the communications department to center content around a single voice
- Researched, assessed and benchmarked social media standards of peer institutions' social media accounts

Alabama Governor's Office, Montgomery, AL

Intern

May 2017- June 2017

- Collected and coordinated talent for the 2017 Candlelight Tours, public tours of the Alabama Governor's Mansion in the month of December
- Assisted with everyday logistics in the Mansion including providing tour information and maintaining the Mansion's atmosphere
- Assisted the Alabama Governor's Office of Minority Affairs Director and staff in programming and research in advocating for minorities and women

First Year Experience Office, Auburn, AL

Student Worker

January 2016- August 2017

- Performed administrative tasks involving answering and re-directing telephone calls and e-mails
- Assisted with transfer and freshman orientation logistics including use of the Banner database system
- Created a hospitable atmosphere for each office guest

LEADERSHIP

Black Student Union, Auburn, AL

President

March 2016-February 2017

- Served as the main representative for Black Student Union in all appropriate functions, including speaking engagements, university search committees and university recruitment events
- Led a team to develop a comprehensive Black History Month schedule of events, one including renowned speaker Jane Elliot
- Led a team of 15 student leaders in planning and executing 5 large scale events
- Oversaw a budget of \$71,686
- Coordinated new member orientation and leadership retreats for a leadership team of 32 people
- Acted as a liaison between the students, administration and alumni while serving a constituency of over 400 active BSU members

SKILLS & INTERESTS

- AP style proficiency
- Public speaking in large and small groups
- Photography of individuals and families
- Social media proficiency in Facebook, Twitter, Snapchat and Instagram
- Windows proficiency in PowerPoint, Word and