

## Website, Portfolio, Profiles

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- <https://angela2006.wixsite.com/mysite>
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## Professional Summary

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Creative Educator, Public Relations and Development Specialist with a history at working tirelessly at building effective relationships across corporate and non-profit structures to create and deliver programs, communication plans, special events, and data-driven reports. Excellent leadership skills with strong intuition and sound judgment. Commended for intense focus and work ethic with an aptitude for developing and implementing highly successful lessons, events, and campaigns.

## Skills

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- Audiovisual Equipment
- Service Coordination
- Regulatory and Legal Compliance
- Agenda Setting
- Event Supervision
- Staff Leadership
- Attendee Relations
- Event Networking
- Event Execution
- Meeting Support
- Conference and Convention Planning
- Venue Coordination
- Problem Anticipation and Resolution
- Committee Organization
- Inquiry Response
- Vendor Coordination
- Payment Approval
- Administrative Recordkeeping
- Coordinating Promotional Event
- Project Deadlines Management
- Customer Marketing
- Member Retention
- Daily Workflows
- Database Maintenance
- Sponsorship Promotion and Organization
- Adobe InDesign
- Event Registration Management
- Quality Assurance
- Expense Reports
- Vendor Contracts
- Multimedia Presentations
- Content Programming
- Event Planning and Logistics
- Media Communications
- Public and Media Relations
- Effective Working Relationships
- Learning Assessments
- Student-Centered Learning
- Parent Communication
- AP and College Prep
- Language Arts Core Curriculum
- Classroom Management

## Work History

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### Director Of Events and Operations

03/2022 to Current

#### Breathe Of Life Christian Center – Memphis, TN

- Oversaw event happenings in progress, answered guest questions, acted quickly to resolve problems and trained and supported 15-50 team members and volunteers.
- Built and implemented cost reduction strategies and industry best practices, reduced event expenses and streamlined planning and delivery.
- Researched vendors and locations, liaised between event staff and facilities and arranged teams to coordinate event setup and teardown.
- Developed and maintained year-round calendar of events, raised brand awareness and drove organic engagement with

consumers and partners.

- Established clear objectives and goals for each event, drove execution toward goals and measured and monitored results to track impact.

### **Lead Educator, and Facilitator**

07/2018 to Current

#### **Memphis Business Academy – Memphis, TN**

- Coached team members in techniques necessary to complete job tasks.
- Chose materials and developed lesson plans to enhance skills for individual students.
- Built relationships and communicated with parents to provide best learning environment for children.
- Differentiated instruction to meet needs of diverse learners.
- Managed classroom activities, parent conferences, and lesson plans.
- Audited team performance and compliance with grade level, school, and state standards.
- Evaluated employee skills and knowledge regularly, training and mentoring individuals with lagging skills.
- Participated in cross-functional team-building activities.
- Trained new team members by relaying information on company procedures and safety requirements.

### **Member Relations Coordinator**

03/2016 to 08/2017

#### **The Crescent Club – Memphis, TN**

- Engaged in professional networking to maintain strong relationships with communications and media professionals to drive partnerships and effective dissemination of mass communications.
- Prepared for public relations presentations and plans by gathering information on business objectives, vision, brand strategy, competition and industry trends.
- Responded to requests for information from media or designated appropriate spokesperson or information source.
- Oversaw professional social media messaging through content development, follower engagement, social listening, trend analysis and by leveraging competitor research.
- Spearheaded the conceptualization, planning, and production of programming and committees for the Club's 800+ Members and guests.
- Partner with Membership Director on New Member Orientations and New Member Receptions processes which are designed to acclimate and connect new Members within the first year.

### **Community Relations Manager**

01/2015 to 03/2016

#### **Hayti City Hall – HAYTI, United States**

- Built, leveraged and shared positive relationships and partnerships with various external and internal stakeholders.
- Marketed offerings and services to community.
- Developed and executed quarterly rolling calendar of events.
- Stayed within budget for marketing expenses.
- Reviewed marketing materials and documents for brand accuracy and trending design.
- Wrote engaging and successful press releases to control information and public opinion.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

## **Education**

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#### **Master of Arts: Teaching**

05/2022

#### **Relay Graduate School of Education - New York, NY**

#### **Master of Arts: Public Relations And Organizational Communication**

12/2016

#### **Full Sail University - Winter Park, FL**

#### **Bachelor of Science: Journalism Emphasis Public Relations**

05/2014

#### **Arkansas State University - State University, AR**

#### **Associate of Science: Sociology**

