

*Curriculum Vitae*  
**KRISTIN MILLER**  
*Assistant Professor, Communication*

## **PROFILE**

- Expert in public relations print, electronic, and verbal communication tools and strategy
- Proven record developing effective communication campaigns, engaging and building social media audiences, and incorporating print and electronic communication

## **EDUCATION**

- 2014**      **M.A. (Public Relations, Summa Cum Laude)** – Ball State University, Muncie, IN  
THESIS: *Integrated Communications Curriculum Design for a Bachelor's Degree Program* The paper outlined a 120-hour bachelor's degree program, designed to teach the blended tactical skills required by current entry-level positions in the fields of public relations, communication, and marketing.
- 2009**      **B.A. (Communication, Highest Honors)** – University of Saint Francis, Fort Wayne, IN

## **TEACHING EXPERIENCE**

- 2016 – Present**      **Assistant Professor** – University of Saint Francis – Fort Wayne, IN  
Courses Taught: Public Relations Case Studies (COMM 440); Advanced Presentational Speaking (COMM 221); Introduction to Public Communication (COMM 121)
- 2014 – 2016**      **Adjunct Professor** – University of Saint Francis – Fort Wayne, IN  
Courses Taught: Public Relations Case Studies (COMM 440); Introduction to Public Relations (COMM 385); Writing for the Media (COMM 215)

## **PROFESSIONAL EXPERIENCE**

- 2013 – 2016**      **Membership Coordinator** – PBS39 – Fort Wayne, IN  
Create and maintain communication strategy for building and retaining donor relationships, write grant applications, write, design and distribute all print and electronic donor communication, manage donor database, and manage all fundraising information and systems
- 2010 – 2013**      **Communications Coordinator** – University of Saint Francis – Fort Wayne, IN  
Wrote and managed production for all print and electronic recruitment communication, developed university branding for external communication and media relations, managed staff of fifteen student employees, coordinated recruitment events and developed event materials, maintained admissions website and social media, trained university employees on communication best practices, and conducted workshops and social media and electronic communication
- 2009 – 2010**      **Temporary Campaign Assistant** – Steuben County United Way – Angola, IN  
Published monthly newsletter, wrote fundraising letters, designed campaign brochures, maintained organization's website and social media, created a donor database to increase communication effectiveness

## **PROFESSIONAL ACTIVITIES AND COMMUNITY SERVICE**

- 2014 – Present**      **Freelance Writer** Work includes web copy, video scripts and printed professional materials for a variety of audiences
- 2014 – 2015**      **Communications Committee Member** – Young Leaders of Northeast Indiana  
Maintained YLNI website, developed social media strategy, wrote annual report
- 2011 – 2013**      **Staff Senate Secretary** – University of Saint Francis Supported internal communication structures, planned internal employee events, delegated communication initiatives to staff senate membership
- 2010 – 2011**      **Board of Directors, Co-Chair of Marketing Committee** – Heartland Sings  
Served as social media advisor, trained board members on best practices in social media use

## **TEACHING HONORS**

- 2015**      **Exemplary Course Award Nomination** – University of Saint Francis  
Nominated in Spring 2015 for Writing for the Media

## **GRANTS AWARDED**

- 2015**      **\$9,900 Technology Grant – Wells Fargo**  
Allowed PBS39 to upgrade fundraising software and purchase laptops
- 2015**      **\$3,450 Education Event Grant – PBS KIDS**  
Allowed PBS39 to host and advertise for two educational children's events