

KELI LOVELAND

WORK EXPERIENCES

UNIVERSITY OF MEMPHIS DEPARTMENT OF JOURNALISM AND STRATEGIC MEDIA

ADMINISTRATIVE ASSISTANT 2023 - PRESENT

- Assist Department Chair and Assistant Chairs in everyday tasks
- Customer Service and Communication
- First point of contact for office suite for deliveries, phone calls and visitors
- Assist with planning events and organize meetings
- Answer general questions for prospective students
- Maintain inventory of department equipment
- Supervise student workers
- Create and maintain a positive workflow environment
- Other duties or assignments as required

CITY OF MEMPHIS

MEMPHIS POLICE DEPARTMENT

PHOTO LAB TECHNICIAN 2018 - 2023

- Photographer
- Customer Service and Communication
- Archive Sensitive Crime Scene Data
- Provide Sensitive data to District Attorney, Attorney General and Investigators
- Print and distribute requested photographs to Police Personnel
- Attend events to photograph for social media and archival
- Help plan events for and in the community
- Create and maintain a positive workflow environment
- Other duties or assignments as required

EDUCATION

SOUTHWEST TENN. COMMUNITY COLLEGE

A.A.S. GRAPHIC ARTS PRODUCTION CLASS OF 2011

Graduated Magna Cum Laude

UNIVERSITY OF MEMPHIS

B.A. PUBLIC RELATIONS

CLASS OF 2025

Senior - Degree in progress

PRECISION DOOR SERVICE

SOCIAL MEDIA/MARKETING 2016 - 2017

- Managed and monitored online reputation of franchise
- Worked in conjunction with web developer as well as corporate
- Represented company at trade shows and networking events
- Maintained third party websites with information about company
- Photographed and catalogued anything needed for franchise website or social media
- Customer Service
- Graphic design of items used in various forms of advertising

SHELBY IMAGES

PHOTOGRAPHER 2011 - 2015

- Professional Photographer
- Digital Image Editor
- Customer Service
- Production Manager

ST MICHAEL SCHOOL

INSTRUCTOR 2005 - 2008

- Computer Instructor, 24 station PC Lab, grades Pre-K - 8th
- Physical Education Instructor, Grades Pre-K - 8th
- Athletic Director - finances, schedules, team program layout and planning
- Yearbook Staff, Created layouts and planned yearbook for print production