

Rainey Knox

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PROFILE

Highly motivated History graduate, matriculating at the top of the university class, who has recently moved to the greater Chicago area and eager to pivot into a creative, dynamic industry such as film production. Strong storytelling abilities and a deep respect for historical narrative translates into a keen interest for modern methods to convey stories. Timely, organized, and eager to learn.

EDUCATION

B.A. in History, Minor in Business

08/2019 – 08/2023

Lamar University

4.0 GPA, 2023 Otho Plummer Award Recipient

- Relevant Coursework: Principles of Marketing, Principles of Organizational Management
- History Department Student of the Year 2021-2022
- SHRM Student Member | Phi Kappa Phi | Omicron Delta Kappa
- Studied Abroad in Athens, Greece during Summer 2023 semester. Coursework in HR and Leadership. College of Business's Carter Innovation Fund Recipient.

PROFESSIONAL EXPERIENCE

Guest Manager

01/2024 – 12/2024 | Beaumont, YX

Anayat House, Inc.

- Executed instrumental tasks to facilitate the Annual Anayat House Fundraising Gala such as sourcing decor items, preparing auctioned items, and preparing bulk mailing for over a thousand recipients.
- Personally assisted the Executive Director with the preparation of grants, maintaining the residence for quality hospitality, and acting as a liaison with local government officials on her behalf.
- Prepared the annual newsletter from editing, printing, and to the mail-out.

Guest Experience Manager

05/2020 – 01/2023 | Beaumont, TX

Tanglz Color Studio

- Managed the schedules of 9+ stylists and provided a quality experience for guests in addition to resolving customer complaints or disputes.
- Executed business owner's plans such as coordinating in-house education with celebrity hairstylist Wayne Tuggle, handled backbar and retail product inventory, and assisted with strategic planning.
- Implemented personal marketing plans for stylists and created digital education modules to facilitate onboard learning.

Research Assistant

01/2021 – 05/2021 | Beaumont, TX

Center for History & Culture, Lamar University

- Supported in-depth historical research with center director that contributed to the LU "They Will Talk About Us: The Charlton-Pollard Story" documentary.
- Assisted director with live-streaming guest presentations through Microsoft Teams and trouble-shooting technical difficulties.
- Organized documents, prepared materials for analysis, and handled promotional material.

Curatorial Intern

06/2020 – 09/2020 | Beaumont, TX

McFaddin-Ward House Historic Museum

- Spearheaded the museum's first-ever digital exhibition "Contemplations on Craft" and hosted the opening night presentation via online streaming in response to the COVID-19 Pandemic.
- Designed the digital advertisements used by the museum's marketing team for the exhibition, wrote for the McFaddin-Ward House Viewpoints newsletter, and hosted educational videos for social media.
- Performed detail-oriented clerical tasks such as taking object photos for the digital database, researching object history, and updating collections inventory.

SKILLS & INTERESTS

Skills

Microsoft Proficiency | Market Planning and Execution | Strong Communication | Interpersonal Skills | Project Management | Content Creation

Interests

Calligraphy | Reading | International Travel