



KYRA SOBEL

CHICAGO, IL
60622

CONTACT

312-550-1967

KYRA.ROSE@COMCAST.NET

SKILLS

- ❖ Adobe Premiere Pro
- ❖ DSLR cameras
- ❖ Instagram
- ❖ Twitter
- ❖ Tik Tok
- ❖ Bluesky
- ❖ Hootsuite
- ❖ Sprout Social
- ❖ Canva
- ❖ Copywriting & editing
- ❖ Adobe Photoshop
- ❖ Adobe Illustrator
- ❖ Adobe InDesign
- ❖ Microsoft Office Suite
- ❖ WordPress
- ❖ Squarespace
- ❖ YouTube
- ❖ Google Advertisements
- ❖ Google Analytics
- ❖ AP Style

EDUCATION

**BACHELOR OF ARTS IN JOURNALISM
MINOR IN POLITICAL SCIENCE
TEMPLE UNIVERSITY | KLEIN COLLEGE OF MEDIA AND COMMUNICATION
PHILADELPHIA, PA**

**HONORS
CUM LAUDE, MEMBER OF KAPPA TAU ALPHA (KTA), THE NATIONAL
JOURNALISM AND MASS COMMUNICATION HONOR SOCIETY
GPA: 3.87**

EXPERIENCE

**COMMUNICATIONS ASSOCIATE FOR THE PAULSON INSTITUTE
CHICAGO, IL MARCH 2023 - PRESENT**

- Create graphics for social media platforms based on organization's published pieces and interviews
- Record and edit "Straight Talk" podcast with Henry M. Paulson Jr. and guests in Adobe Premiere Pro
- Plan monthly social media calendar of posts for Instagram, Twitter, Facebook, Bluesky LinkedIn, and YouTube
- Collect social media data into a report and analyzes analytics to improve engagement on all platforms and present findings to upper management
- Film and edit "Blueprint" series for our YouTube channel with PI research experts
- Document and photograph organization wide events using DSLR cameras

**VETERINARY ASSISTANT/RECEPTIONIST FOR MCKILLIP ANIMAL HOSPITAL
CHICAGO, IL OCTOBER 2022 - MARCH 2023**

- Performed front-desk duties and processed payments, refunds and credits as needed
- Carefully managed record requests between other hospitals and specialty practices
- Maintained the cleanliness of exam rooms and labs and adhered to all sanitation and safety standards
- Assisted with walking, feeding, and picking up after the animals.
- Performed blood draws and collected urine and stool samples

**COMMUNICATIONS AND MARKETING EMPLOYEE FOR TEMPLE UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
PHILADELPHIA, PA OCTOBER 2020 - AUGUST 2022**

- Plan monthly social media calendar of posts for Instagram, Twitter, Facebook, and LinkedIn
- Collect social media data into a report and analyzes analytics to improve engagement on all platforms
- Present and interpret social media trends to the entire college communications team
- Write articles for the college's website consisting of found research and self-conducted interviews, highlighting staff, students, and new programs within the college

**HOSTESS/BARTENDER- CONCOURSE DANCE BAR
PHILADELPHIA, PA AUGUST 2021 - AUGUST 2022**

- Served bar patrons drinks, including beer, wine, and mixed beverages
- Operated POS systems and large sums of cash when taking cover charge at the front door of the facility
- Maintained an open line of communication with management to help ensure a pleasurable experience for customers

**PERSONAL ASSISTANT FOR HANA IVERSON
PHILADELPHIA, PA AUGUST 2020 - JANUARY 2022**

- Created an organizational system for Iverson's family photography archive and personal photography works
- Properly archived, labeled, and digitized photographs
- Assisted in planning, designing, and researching for funding of photography books of Iverson's work

**PUBLIC RELATIONS INTERN FOR ELEVEN04 PRODUCTIONS
CHICAGO, IL JULY 2020 - AUGUST 2020**

- Researched PR outreach sources and new marketing techniques to gain awareness of Eleven04
- Created graphics in Illustrator and Photoshop to post on the company's social media pages
- Created new ad campaigns via Google ads to advertise the company and increased website traffic by 50%
- Wrote press releases for company and space merger