


# ADAIR SEIFERT

 Springfield, MO

 adairseifert@gmail.com

 (217) 313-4876

## EXPERIENCE

- *Missouri State Univeristy*  
**Social Media Coordinator**  
Leads and manages the university's main social media channels, leads a team of student content creators and collaborates with the digital marketing team on campaigns.
- *Missouri State Univeristy*  
**Content Strategist**  
Managed the university-level social media accounts. Performed other marketing functions for the Office of Strategic Communication.
- *Freelance*  
**Social Media Manager**  
Creates and maintains monthly social media plans for a variety of clients. Take photo and video content.
- *Assemblies of God National Office*  
**Internal Communications Coordinator**  
Maintained a communication strategy for 500+ employees using photos, video, emails, Teams and intranet.
- *Assemblies of God National Office*  
**Communication & Event Assistant**  
Maintained and created the communication strategy for all of the Children's Ministries and assisted event team.
- *Evangel University*  
**Conference Services and Event Planning**  
Provided event planning and logistical support for summer campus events and assisted international guests.
- *Evangel University*  
**Communication Dept. Fellowship Position**  
Graded and edited communication assignments, created promotional pieces, and provided administrative support.

Nov. 2024-  
Present

Aug. 2022-  
Oct. 2024

March 2020-  
Present

Aug. 2018-  
Aug. 2022

Jan. 2016-  
Aug. 2018

May 2014-  
Aug. 2014

Sept. 2013-  
May 2015

Aug. 2011-  
May 2015

April 2015

## EDUCATION

- *Evangel University*  
Bachelor of Science in Communication Studies  
Minor in Advertising and Intercultural Studies

## AWARDS AND ACCREDITATION

- Member of the Society for Collegiate Journalists

## SKILLS

### Personal

Organization ◆◆◆◆◆  
Writing ◆◆◆◆◆  
Teamwork ◆◆◆◆◆  
Creativity ◆◆◆◆◆

### Adobe Programs

Photoshop ◆◆◆◆◆  
InDesign ◆◆◆◆◆  
Premiere ◆◆◆◆◆  
Illustrator ◆◆◆◆◆

### Social Media

Facebook ◆◆◆◆◆  
Instagram ◆◆◆◆◆  
X ◆◆◆◆◆  
TikTok ◆◆◆◆◆

### Management Software

Basecamp ◆◆◆◆◆  
Trello ◆◆◆◆◆  
Teams ◆◆◆◆◆  
Sprout Social ◆◆◆◆◆



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References available upon request