

ADAIR SEIFERT

 Springfield, MO

 adairseifert@gmail.com

 (217) 313-4876

EXPERIENCE

— Missouri State University

Content Strategist

Manage the university-level social media accounts. Perform other marketing functions for the office of strategic communication.

**Aug. 2022-
Present**

— Freelance

Social Media Manager

Create and maintain monthly social media plans for a variety of clients. Take photo and video content.

**March 2020-
Present**

— Assemblies of God National Office

Internal Communications Coordinator

Maintained a communication strategy for 500+ employees using photos, video, emails, Teams and intranet.

**Aug. 2018-
Aug. 2022**

— Assemblies of God National Office

Communication & Event Assistant

Maintained and created the communication strategy for all of Children's Ministries and assisted event team.

**Jan. 2016-
Aug. 2018**

— Evangel University

Conference Services and Event Planning

Provided event planning and logistical support for summer campus events and assisted international guests.

**May 2014-
Aug. 2014**

— Evangel University

Communication Dept. Fellowship Position

Graded and edited communication assignments, created promotional pieces, and provided administrative support.

**Sept. 2013-
May 2015**

EDUCATION

— Evangel University

Bachelor of Science in Communication Studies
Minor in Advertising and Intercultural Studies

**Aug. 2011-
May 2015**

AWARDS AND ACCREDITATION

— CQI (Communication Quality Initiative)

Best Advertising Pitch/ Presentation

May 2014

— CQI (Communication Quality Initiative)

Evangel Mascot Change / Research Writing

May 2015

— Member of the Society for Collegiate Journalists

April 2015

SKILLS

Personal

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

Adobe Programs

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

Social Media

Facebook	◆◆◆◆◆
Instagram	◆◆◆◆◆
Twitter	◆◆◆◆◆
TikTok	◆◆◆◆◆

Management Software

Basecamp	◆◆◆◆◆
Trello	◆◆◆◆◆
Teams	◆◆◆◆◆



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References available upon request