

# Kieran Rundle

My entrepreneurial spirit and undergraduate education have led me on a creative journey centered on graphic design, social media platforms, and content writing. Self-motivated and thrive in collaborative environments. Achieve data driven results that enhance company-wide missions and goals. Organized and consistently complete tasks ahead of schedule. Proven verbal and written communication skills.

## **Marketing Coordinator & Graphic Technician**

### **Carter Printing Company**

**May 2021 - April 2022**

**40 hours weekly, \$22 hourly**

- managed all social media accounts, including Facebook, LinkedIn, Yelp, & Twitter
- composed & sent monthly newsletter featuring data analysis to 3000 readers
- reviewed customer files for graphic errors before they proceed to press
- created digital & physical proofs of products
- designed new logo & enhanced brand identity
- wrote & managed website blog
- served as company photographer for events & equipment showcasing
- worked with shipping department to produce batch mailing data & tracking spreadsheets
- website upkeep & webform creation

## **Business Owner Sincerely Magazine LLC**

**August 2014 – Present**

**Varying Hours, Commission**

- manage the business as Editor in Chief
- solicited donors through community outreach until self-funded
- 8 literary volumes & 2 art volumes produced
- design magazines cover-to-cover
- edit outlay of poetry, prose, and art
- advertise to gain contributors
- web based and physical publishing
- website creation & maintenance
- 150-250 submissions per volume
- manage teams of 5-15 volunteers
- coordinate judging, release parties, & all events
- www.sincerelymagazine.com

## Professional Skills

- Adobe Acrobat
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Bridge
- Instagram
- Photojournalism
- PitStop Pro
- Microsoft Business Suite
- Digital Photography
- Creative Writing
- Event Organization
- Facebook
- Wix Website Editor
- Blog Writing
- Mailchimp

## Education

### **Old Dominion University**

**August 2017 - May 2021**

**Bachelor of Fine Arts**

**Photography & Print Making**

- Honors College student: 3.84 GPA
- Dean's List, Fall 2017 - Spring 2021
- Presidential Academic Scholarship recipient

## Contact

### **Linked In**

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### **Email**

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### **Phone Number**

434-806-3020

# Kieran Rundle

## **Grant Recipient, ODU Research Department May 2020-December 2020**

- documented impact of Coronavirus on the economy & human relations in small towns across the south of the United States
- one month travel to 12 towns across 7 states
- kept running video blogs of travel
- conducted individual & group interviews; published final 80-page photography and journalistic documentary book
- first student to conduct artistic-centered research in over three years
- To view book online: [www.magcloud.com/browse/issue/1891654](http://www.magcloud.com/browse/issue/1891654)

## **Amazon Student Prime Ambassador, Riddle & Bloom August 2020 – May 2021 Varying Hours, \$100 weekly**

- Instagram posts about Student Prime for promotion to university student body
- plan, host, & execute Instagram Live informative games and giveaways for 200-500 people
- 100-200 people reached per Instagram post
- educate public on different offers & updates on Student Prime
- submit analytical reports within 24 hours of hosted events

## **Visual Resource Worker, ODU Art History Department August 2020 – May 2021 20 hours biweekly, \$8.50 hourly**

- coordinated between all art history professors through spreadsheet management
- digitized & shared documents up to 400 pages for over 5 classes
- uploaded PDF projects for book archives

## **Digital Editor, ODU Student News Magazine May 2018 – May 2021 Varying Hours, \$114 biweekly**

- created new website to share published articles & submission pages
- designed new logo for both website & promotional items (mugs, t-shirts, pens, hats, banners)
- website targets audience of 25,000 students
- keep website, forms, & information current

## **Social Media Marketing Director & Tour Guide, ODU Undergraduate Admissions October 2017 – December 2018 20 hours biweekly, \$10.25 hourly**

- ran Instagram, Facebook, Twitter, & Snapchat
- gave tours to prospective ODU Students & family members
- participated on student panels about the university for up to 3,000 people
- regular outreach and cold calling to university applicants