

3051 State Route 370E
Cato, NY 13033
[315] 436-5933
nowens@oswego.edu

Nellie Kay Owens

EDUCATION

State University of New York at Oswego

English, B.A. (GPA: 3.97); Public Relations, B.A. (GPA: 3.85) **December 2017**
Adolescent English Education, M.S.T. (GPA: 4.0) **May 2019**

RELATED EXPERIENCE

Substitute Teacher

Cato-Meridian Central School District
Cato, NY

**January 2018
to Present**

- Serve as “on-call” substitute for middle and high school teachers
- Work to create and maintain a positive learning environment
- Assist individual students with packets, worksheets and homework
- Present organized learning materials for students in accordance with approved curriculum

Writing Tutor

Office of Learning Services, SUNY Oswego
Oswego, NY

**August 2017
to Present**

- Guide students through the writing process
- Offer feedback & constructive criticism on writing assignments in various disciplines
- Coach students to strengthen grammar, and creative writing and essay writing skills
- Serve as Lead Writing Tutor (Fall 2018 to Present), & Learning Assistant (July 2018)

OTHER WORK EXPERIENCE

Public Relations Manager (Co-op Position)

Youth Exchange Program, BCC International
Kråkstad, Norway

**January 2016
to August 2016**

- Write and edit content for organizational website
- Maintain regular communication with key stakeholders on a global scale
- Develop and maintain a website, brand and image for a non-profit organization
- Manage social media platforms for a non-profit: Instagram, Facebook, Pinterest & Twitter

Marketing and Communications Intern

Youth Exchange Program, BCC International
Kråkstad, Norway

**August 2015
to December 2015**

- Assist with the production and editing of all promotional material
- Conduct relevant market research: collect industry data from a variety of sources
- Make recommendations to organizational administrators for the application of research
- Facilitate conversation with a variety of audiences through communication technology

SKILLS

- » Writing
- » Critical Thinking
- » Classroom Management

SPECIAL TRAINING

- » Google Drive
- » Maestro PMS
- » Microsoft Office

HONORS AND AWARDS

- » Recipient of Phi Kappa Phi National Honor Society's *Love of Learning Award* **2018**
- » *Summa Cum Laude* at the State University of New York at Oswego (SUNY Oswego) **2017**
- » Awarded *Best in PR Writing* at SUNY Oswego **2017**

EXTRA CURRICULAR

- » Vice President of Phi Kappa Phi National Honor Society, *SUNY Oswego Chapter*
March 2017– Present
- » Youth Activities Coordinator & Mentor, *Brunstad Christian Church, Syracuse*
2016 – Present
- » Volunteer Production Manager, Carrier Dome, *Brunstad Christian Church, Syracuse*
2011 – Present