

Joseph P. Huber

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EDUCATION

Ball State University: Master of Arts Journalism: <i>Public Relations</i>	December 2014 Muncie, IN
Ball State University: Bachelor of Arts Telecommunications: <i>Sales and Promotions</i>	Summer 2008 Muncie, IN

WORK EXPERIENCE

Content Manager <i>HighGround, Inc.</i> -Writing content including blog posts, “ghost” written articles for executives, and marketing collateral, create marketing and content strategy, leading rebranding efforts, launch internal communication plan, running social media channels, photograph company events for social media channels, produce company communications, building investor content and collateral	2015-Present Chicago, IL
Enterprise Success Specialist <i>DialogTech (Formerly Ifbyphone, Inc.)</i> -Video tutorial series script writing and on-air, managing social media for support, support community content co-creator and management, writer for “Feature Friday” blog series, sales training coordination, collaborate across departments for customer outreach product updates	2012-2015 Chicago, IL
Small & Specialty Group Sales Manager <i>Indiana Beach</i> -Sales kit creation, creation of group sales marketing materials, communication strategizing with clients	2012-2012 Monticello, IN
Graduate Assistant <i>Ball State University, CCIM</i> -Website and content manager (CCIMReplay.com), social media management and monitoring, story telling, event promotions and management	2011-2012 Muncie, IN
Sales Associate <i>McCann Window & Exteriors</i> -Created direct mail pieces, video series, social media manager, white paper and blog post writer	2009-2010 Northbrook, IL

SKILLS

Extensive experience: Script Writing, Twitter, Facebook, Microsoft Office (Excel, PowerPoint, Word), client communication, and internal corporate communication.

Intermediate experience: Journalism, Adobe Photoshop, Adobe InDesign, HootSuite, WordPress.com, branding strategy, and customer communities.

Basic experience: Adobe Illustrator, Prezi.