

CALEB FOOTE

Clfoote94@gmail.com | 712.355.8002 | 305 Pleasant St., Carson, Iowa, 51525

Skills

- Copy writing • Copy editing • Outstanding leadership • Superb communication • Graphic design
- Punctual and concise • Research • Presenting • Technical editing • Technical writing

Education

The University of Nebraska at Omaha

M.A. Communication

- (Finished with coursework, finishing thesis)
- Relevant coursework: Technical editing, organizational communication, social media measurement
- Graduate student representative at graduate faculty meetings

Omaha, Nebraska

August 2016 – Present

B.S. Communication, Advertising, PR, and Journalism

August 2012 – July 2016

- Earned outstanding academic performance award from the American Advertising Federation

Work Experience

The University of Nebraska at Omaha

Graduate Teaching Assistant

- Wrote assignment descriptions, grading rubrics, exam questions, instructed students, lectured over 50 students per class, took notes, attended meetings, and graded and provided feedback to over 100 essays

Omaha, Nebraska

August 2016 – May 2018

Urban Abbey Outreach Ministry

President

- Attended weekly meetings, planned events, and collaborated with university administration to reserve rooms and space for events

Omaha, Nebraska

December 2016 – May 2018

Capstone Communication

Copy Editor/Editor-in-chief

- Wrote and edited a crisis communication manual for the Latino Center of the Midlands, edited over 25 articles and wrote five articles for the School of Communication's alumni magazine, CommUNO, worked under a tight deadline, and worked with printer to ensure timely delivery

Omaha, Nebraska

August 2015 – May 2016

Maverick PR

Copy Editor/Writer

- Copy edited text and promotional materials for the Marion Marsh Brown Writers Lecture Series featuring John Grisham and attended weekly meetings

Omaha, Nebraska

January 2016 – May 2016

University of Nebraska at Omaha's Advertising Club

Member

- Student ambassador for American Advertising Federation events, attended meetings, worked at events as needed, and copy edited

Omaha, Nebraska

May 2017 – Present

Secretary

August 2016 – May 2017

- Managed social media profile and presence, student ambassador for events, and attended meetings