

Briana E. Robinson

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EDUCATION

Master of Public Administration

Projected Graduation: December 2020

Auburn University, Auburn, AL

- MPA Graduate Assistantship
- GPA 4.0

Master of Community Planning

Projected Graduation: December 2020

Auburn University, Auburn, AL

- MPA Graduate Assistantship
- GPA 4.0

Bachelor of Arts in Public Administration

December 2017

Auburn University, Auburn, AL

- Major GPA 3.9
- Overall GPA 3.4
- Working 20+ hours per week
- Pi Sigma Alpha, National Political Science Honor Society

Associate in Science

May 2015

Southern Union State Community College, Wadley, AL

- GPA 3.7
- High Honors

EXPERIENCE

Lee-Russell Council of Governments, Opelika AL

August 2020 – Present

Planning and Economic Development Specialist, Planning Department

- Assist in Mobility Management plans for the transit department
- Presented information on programs offered by RLCOG
- Writing grants to ensure funding for LRCOG programs, as well as any Lee-Russell county organization.

Auburn University, Auburn AL

January 2019 – Present

Graduate Teaching Assistant, Political Science Department

- Responsible for assisting professor in any fashion needed; lecturing, grading papers, creating tests, meeting with students, keeping files, proctoring exams, maintaining attendance in excel, lecturing, etc.
- Maintained student teacher confidentiality.
- Participated in cyber security and confidentiality training.

Opelika Main Street, Opelika, AL

June 2020 – July 2020

Summer Intern, Grant Writing and Event Management

- Helped to import and update various data sets into Main Street's comprehensive software database.
- Drafted and submitted multiple grant proposals for projects to aid the revitalization efforts of the downtown Opelika Historic district.
- Created and proofed an Urban Design Rules and Regulations booklet for use on the Opelika Main Street website.
- Represented Opelika Main Street at several events, while working alongside various government and community stakeholder groups in advancing the work of Main Street and downtown.

Wellborn Cabinet Inc., Ashland AL

March 2018 – January 2019

Event Coordinator and Digital Marketing Specialist, Marketing Department

- Managed and coordinated all on and off-site Marketing events in communication with other companies and representatives; including permits, flights, hotels, agendas, travel, all details, etc. Multitasked and exhibited strong organizational skills as many events timeframes overlapped.
- Managed digital and print advertising of events to promote to dealers/customers. Advertised events to boost attendance and take advantage of all marketing opportunities.
- Managed company calendars to be distributed to all board members, along with consistently updating the CIS website’s information on all things happening within the corporation.
- Regularly participated in department meetings and led presentations on budget and performance to director.
- Managed the marketing department AMEX confidentially along with verifying invoices after combing through contracts to ensure company received all that they were paying for.
- Prepared expense reports for AMEX and company expenses for all employees after off-site traveling
- Served as main contact and kept files of all contracts for companies such as Southern Living and SOLA Group.

Auburn University, Auburn, AL

Oct 2015 – Dec 2017

Facilities and Operations Student Event Crew, Auburn Athletic Department

- Assisted in set-up and break-down of all athletics-related events, including events such as Tiger Walk.
- Maintained and organized the Auburn Arena while in a leadership role and representing Auburn University Athletics events.
- Secured premises and personnel of the Arena by monitoring surveillance equipment.

KEY SKILLS

HONORS & ACTIVITIES

Confident Speaker and Presenter
 Grant Writing
 Data Entry
 Verifying Invoices and Recording Payments
 Full Range Event Coordinator
 Proofing and Book Collating
 Auditing Invoices and Tracking Budget
 Skilled in Sorting and Checking Contracts
 Experience Writing Ads and Short Editorials
 Proficiency in Microsoft Word, Excel, and PowerPoint
 Experience in R Program Coding
 Effective Time Management and Planning Skills
 Strong Verbal and Personal Communication Skills
 Accuracy in Work and Strong Attention to Details
 Initiative and Leadership Skills

ICMA Member
 AUSPA Member
 Auburn University Dean’s List, Fall 2017
 Auburn University Dean’s List, Summer 2017
 Southern Union State Community College Presidents List, Spring 2015
 Southern Union State Community College Dean’s List, Spring 2014
 Southern Union State Community College Presidents List, Fall 2013
 Backwoods Christian Camp Volunteer Work
 Indian Creek Youth Camp Volunteer Work

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