

Kaelin Hirschi

Public Relations Specialist

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EXPERIENCE

Wasatch Independent Debate League, Provo, UT — *Director of Civic Advocacy*

AUG 2020 - PRESENT

Direct high school internship offered to students in Utah. Coordinate weekly meetings and facilitate opportunities for students to participate in UN conferences, State legislature lobbying, and grant writing. Offer consistent communications to maintain consistency across the program and to ensure projects are meeting deadlines and exceeding expectations.

BYU Registrar's Office, Provo, UT — *Office Specialist*

JAN 2022- PRESENT

Work as a curriculum and class scheduling specialist. Coordinate with a team of five to schedule classes university-wide, schedule finals for each of the classes, and manage relationships with department schedulers to field questions and concerns.

GreenMe LLC, Orem, UT — *Consultant and production specialist*

JUNE 2014 - MARCH 2021

Advised owner during business strategy sessions and potential partner negotiations to provide insight of product acceptance and business direction.

Developed professional customer relations that aided customers to understand the mission behind GreenMe and how they can be successful using the product. Participated in daily 5a.m. production as well as process development and growth management.

EDUCATION

Brigham Young University, Provo, UT — *Communications*

SEP 2019 - PRESENT

Bachelor of Arts in Communications with an emphasis in Public Relations. Expected graduation is Spring of 2023.

SKILLS

Cision
Adobe InDesign and
Photoshop
Microsoft Office
Instagram
Facebook
Twitter

AWARDS

BYU CFAC Dean's List
2020-2022

BYU Undergrad Dean's List
2019-2020

Academic All-State for high
school soccer and golf

Mountain View High School, Orem, UT

AUG 2015 - MAY 2019

PROJECTS

Church of Jesus Christ of Latter-day Saints Reputation Management Research

Semester-long project focused on compiling secondary research and conducting primary research for the Church Reputation Management department. Planned and conducted focus groups and surveys that were distributed across a small sample and provided suggestions and feedback for future research.

Ballard Center Website SEO

Participated in website search engine optimization for the BYU Ballard Center Website. Worked with a team of four to recommend changes to the website text that will bring their site to the top of popular search results as well as general website flow to optimize ease of use for website visitors.