

Emma Foutz



317. 999. 5711

emma.s.foutz@gmail.com

www.emmafoutz.com

EDUCATION

Bachelor of Science in Communication (PR Track)

University of Indianapolis
Indianapolis, IN

Minor in Applied Spanish
2021 - 2025

Certifications & Achievements

FEMA

Introduction to Incident Command Systems, ICS-100

Stukent

Certificate of Completion in Mimic Public Relations

“Outstanding Student in Public Relations” Award

Sole recipient from UIndy's Department of Communication in April 2024

SKILLS

- » Adobe InDesign
- » Adobe Illustrator
- » Adobe Photoshop
- » AP Style
- » Canva
- » G Suite
- » Photography
- » Social Media Management
- » Writing

EXPERIENCE

Firm Director | Top Dog Communication

May 2024 - present

- Set the firm's overall strategic direction, aligning all activities with its mission and goals
- Monitor the progress of all client accounts, offering strategic insights and intervention when necessary to ensure project success
- Lead the firm's operations, including scheduling, resource allocation and meeting deadlines

Entertainment Editor | The Reflector

Jan 2025 - present

- Manage the entertainment section, overseeing content planning, editing, and publishing for print and online stories and reviews
- Design the entertainment and games pages for print using Adobe InDesign
- Met tight deadlines in a fast-paced environment, ensuring consistent and timely publication of high-quality material

Account Executive | Top Dog Communication

Aug 2023 - May 2024

- Developed and led a comprehensive PR campaign for UIndy Theatre Co. and the Athletic Department of Herron High School
- Assign and edit writing and design tactics for a team of 4-5 to ensure alignment with the campaign's objectives.
- Maintain organized files of activities, tactics, attendance, etc. through G Suite applications

Bookseller | Barnes & Noble, Inc

Nov 2022 - Feb 2024

- Co-manage the Instagram account @bngreenwoodin, and create engaging content while maintaining Barnes & Noble's brand identity; utilized Adobe Lightroom and Adobe Express
- Assist customers with questions about products with efficiency and friendliness
- Experience in handling cash, credit and debit card transactions through POS systems and ensuring cash accuracy

REFERENCES

Dr. Ray Begovich

Director of Graduate Studies in Public Relations at the University of Indianapolis

317-788-3528 (work)
begovichr@uindy.edu

Dr. Katie Greenan

Director of the Journalism Program at the University of Indianapolis
Adviser & Publisher of The Reflector

765-418-7978
greenank@uindy.edu

Dr. Rebecca Gilliland, APR

Associate Provost and Leadership Administrator for Intercollegiate Athletics
Professor of Communication

317-791-5720 (work)
gillilandr@uindy.edu