

GRACE TOTH

PUBLIC RELATIONS PRACTITIONER

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EDUCATION

Taylor University, Upland, IN - May 2024

Public Relations major; Psychology minor

INTERNSHIP

PUBLIC RELATIONS INTERNSHIP

The Children's Museum of Indianapolis | May-September 2023

- Produced and distributed press releases
- Organized and delegated media interviews
- Wrote 3 articles for upcoming events
- Updated media contacts inventory
- Aided in media-training internal personnel
- Created press kits for an exhibit's grand opening
- Researched and created community outreach lists
- Aided in coordinating events
- Participated in DEAI meetings
- Collected 2 donations for Museum by Moonlight
- Attended Museum by Moonlight committee meetings
- Attended the museum's centennial planning meetings

PUBLIC RELATIONS INTERNSHIP

Central Nine Career Center | Fall 2018-Summer 2019

- Aided in the organization's rebranding
- Collected sponsorships from various local donors for the schools incentive program for students
- Designed posters, digital art, etc.
- Participated in planning events and event photography
- Wrote and distributed press releases
- Operated live stream for conferences

NOTABLE MENTIONS

- 3.8 GPA
- Member of the Integration of Faith and Culture (IFC) cabinet at Taylor
- Member of the Service Learning Community Engagement (SLCE) Committee
- Winner of The Marcom Platinum Award for Campaign (2023)
- Member of the Public Relations Student Society of America (PRSSA)
- Member of Chick-fil-A's 2nd-best drive-thru team in 2017 (Nationally)

SOFTWARE KNOWLEDGE

- Adobe Suite
- Canva
- Office 365
- Cision

REFERENCES

Hyacinth Rucker, Manager of Media & Public Relations at The Children's Museum of Indianapolis

Cell: (317) 334-4007

Email: hrucker@childrensmuseum.org

Stacie Pearson, Manager at Slingshot

Cell: (386) 562-5665

Email: spearson@slingshotedu.com

Donna Downs, Mentor & Professor of Public Relations at Taylor University

Cell: (765) 661-3367

Email: dndowns@taylor.edu

EXPERIENCE

BUSINESS OWNER

GraceTMedia | Aug 2016 - present

- Create content for weddings, families, and businesses
- Day-of coordinator for weddings
- Design pamphlets, brochures, and other various graphic design projects

CUSTOMER SERVICE REPRESENTATIVE

Slingshot | Fall 2021 (Present)

- Execute Shopify orders
- Prepare textbook orders
- Maintain textbook storage
- Ensure quality retail floor appearance
- Aid in promotional event set up, selling, and tear down

SECRETARY

Media Services | September 2023 (present)

- Respond to emails requesting technical aid for events
- Gatekeep locations across campus
- Aid with event consultations
- Manage staff calendar and scheduling

TEACHING ASSISTANT

Taylor University | January 2023; Fall 2023; Spring 2024

- Managed attendance for students
- Graded student's homework
- Provided detailed feedback to the professor after grading

CO-EXECUTIVE DIRECTOR

Eventricity | Fall 2023

- Co-led committee meetings
- Delegated work among 6 teams
- Oversaw 15 team members
- Managed a budget of \$800
- Wrote proposals to the class instructor and department chair
- Managed sponsors for conference

ADMINISTRATIVE ASSISTANT

Young Life: Evansville | Sept 2019- Jan 2021

- Managed all promotional content and website
- Tracked donor information and donations
- Supervised all social media platforms
- Aided in planning and managing events
- Designed and maintained website

CUSTOMER SERVICE REPRESENTATIVE

Chick-Fil-A | May 2016 - May 2018

- Maintained high standards of customer service during high-volume, fast-paced operations
- Followed procedures for safe food preparation, assembly, and presentation
- Handled currency and credit transactions quickly and accurately
- Mastered point-of-service (POS) computer system for automated order taking