

Lackrishan Campbell
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EDUCATION

Florida State University, Tallahassee, FL
Bachelor of Science: Media/Communication Studies

Florida State University, Tallahassee, FL
Master of Science: Public Interest Media

WORK EXPERIENCE

Hollywood Academy of Arts and Science, Hollywood, FL August 2023 – Present (40 hrs/week)
5th Grade Teacher

- Collaborates with regular education teachers to monitor student progress and compliance (including student compliance issues, withdrawals, etc.).
- Proctors standardized tests.
- Completes student progress reports four times a year (quarterly).
- Maintains IEPs, Quarterly Reports, and Progress Monitoring for caseload.
- Develop and Implement IEPs with measurable goals using Progress Monitoring.
- Delivers student instruction in modalities instituted by the school and assigned program (may include but are not limited to: Individual or Group Direct Synchronous Instruction, Learning Support, Life Skills Support, Itinerant Support, Resource Room Support, co-teaching, writing lesson plans, telephone conferencing and instruction, Parent Learning Opportunities).
- Collects data and appropriate work samples.
- Arranges for and assists with training for inclusionary practices.
- Email/ print marketing parents, community, and staff on school-wide and local events.
- Acts as an informational liaison for inclusion as appropriate.

Sunshine Elementary, Miramar, FL September 2022 – June 2023 (37 hrs/week)
2nd Grade Teacher

- Develops, plans, and implements curriculum, lesson plans, and educational programs for student audiences within areas of expertise.
- Advises, tests, and teaches student audiences in a variety of academic subjects.
- Presents and reinforces learning concepts within a specified subject or subject area.
- Answers student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogs, written course descriptions, and other appropriate sources.
- Plans, develops, and oversees community outreach activities for targeted student populations.
- Prepares appropriate documentation and reports on programs and student progress.
- Coordinates retention activities including student mentor programs, tutor services, advising, and study skills workshops.
- Understanding the abuse space, creating behavior management procedures, and producing conduct reports for faculty and parents for conferences and interventions to mitigate harmful interactions with students.
- Email/ print marketing parents, community, and staff on school-wide and local events.
- Performs miscellaneous job-related duties as assigned.

Blueprint Agency, Tallahassee, FL October 2021 – August 2022 (35 hr/ week)
Public Information Specialist

- Communicate using Microsoft Office software to improve work productivity.

- Written and oral communication skills to deliver effective messages that target the local community and inform them about projects that promote their quality of life.
- Assists in developing and implementing a strategic communication plan that leverages Blueprint programs, subject matter expertise, and programmatic outcomes for increased awareness and knowledge about Blueprint's impact.
- Develops and implements projects and programs to assist in the accomplishment of established goals.
- Maintains positive relationships with various groups to support Blueprint's overall goals.
- Strategic communication plan to educate key audiences on Blueprint's work and impact.
- Builds or enhances relationships within various sectors of the state and seeks opportunities to disseminate information about Blueprint programs, services, and outcomes.
- Writes and edits press releases, fact sheets, talking points, annual reports, newsletters, and other materials and supports earned media efforts.
- Monitors and assists in creating and revising content for agency social media channels and ensures social media monitoring and public responsiveness.
- Monitors and assists in creating and revising content for the agency's website and ensures information is current and responsive to the needs of key stakeholders, opinion leaders, applicants, grantees, and the public.
- Experience dealing with confidential data.
- Develop programs to positively affect change management.
- Other duties as identified and assigned by the Director of Blueprint.

Kaplan, Tallahassee, FL
Student Brand Ambassador

January 2019- January 2020 (10 hrs/week)

- Use networking skills and connections to build and strengthen Kaplan partnerships with clubs and other organizations on campus.
- Working closely with sales and marketing staff to conceptualize marketing campaigns and strategies.
- Educating customers, retailers, and distributors about our products.
- Creating a website and social media content to drive brand awareness and attract new customers.
- Tracking customer preferences, metrics, and media campaigns.
- Develop social media strategies to include constantly changing metrics and responses to client engagement.
- Systems improvement experience
- Experience with Workday

Florida State University, Tallahassee, FL
Administrative Clerical

January 2017 – January 2020 (10 hrs/week)

- Answers and directs calls to the appropriate area within the department.
- Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations.
- Proven record of accurately maintaining detailed records, generating reports, coordinating meetings, and multitasking within fast-paced atmospheres.
- Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.
- Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and managing, arranging, and coordinating executive calendars, travel, contacts, conference bridges, appointments, and luncheons/events.
- Developing and mailing recipient transcripts of completed training courses.
- Talent acquisition and support.
- Creating, posting, and updating internal and external job listings for the accuracy of job descriptions.
- Accurately documenting data entry and reporting functions related to the personnel and payroll systems.
- Enforcing and monitoring the adherence to company policies, rules, and regulations
- Assisted with activities such as presentations, job fairs, and employee in-house events.

- Support marketing campaign planning and execution.
- Write copy for social media posts, promotional emails, and other marketing collateral.
- Assist in the creation of written, video, and image content for marketing channels.
- Participate in marketing brainstorming sessions.
- Assist in the management of website SEO.
- Take part in formal and informal training opportunities.
- Measure and report the results of marketing initiatives.
- Collaborates with sales or marketing representatives to fully understand product and communication needs.
- Presents design ideas and recommendations to the marketing manager, committee, or sales team.
- Schedules and develops filming scripts and production.