

Cynthia Semmes

Executive Assistant to the Mayor/Communications Coordinator

Buckhead, GA

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662-701-8070

I am seeking a creative, challenging position utilizing my best attributes: seasoned sales professional, creative writer and thinker, idea driven, project oriented, motivated, passionate and resourceful.

Authorized to work in the US for any employer

Work Experience

Executive Assistant to the Mayor/Communications Coordinator

City of Oxford - Oxford, MS

May 2017 to August 2018

- Enhanced effectiveness of Mayor's office by providing information management support, project coordination, communication facilitation, and representation of Mayor's office at meetings and events.
- Established, developed and coordinated everyday operations in an intense, fast paced, multi-project oriented environment.
- Created, developed and facilitated Mayor for the Day program and Girl Empowerment Leadership Class, a 13-week program.
- Worked directly with the IT Director overseeing city website, Facebook and Twitter accounts
- Additional information regarding scope and sequence details available upon request

Warner Brothers/Magnolia Hill Productions, Conyers, GA July 2016

Production Assistant to Art Director; Coat of Many Colors; The Circle of Love

- Assisted in set research and design.
- Designed, created and produced set holiday decorations for Dolly Parton's childhood home and church.

Director of Advertising and New Business Development

Invitation Magazine - Oxford, MS

2007 to 2015

- Increased company revenues from approximately \$200,000 per year (2008) to \$1,182,809 (2014)
- Successfully trained and managed a 5-7 person sales team
- Supervised advertising sales and the production process for Invitation Oxford and Invitation Tupelo
- Creative "go to contact" for marketing and advertising campaigns for advertisers and Invitation Magazines
- Created, developed, managed and implemented new products: Invitation Tupelo; 38655 A Guide to Oxford; Downtown: A Guide to Mississippi's Downtowns; 38017 A Guide to Collierville, TN; 38834 A Guide to Corinth, MS; NV Invitation Fashion (Invitation Oxford supplement)

Consultant to New Business Development Coordinator

WEGR Rock 103 Radio - Memphis, TN

1988 to 1996

New Business Development Coordinator
Account Executive

Education

University of Memphis - Memphis, TN
1983 to May 1984

Broadcast Journalism

University of Mississippi
August 1980 to December 1982

Bachelor of Arts in Sociology

College of Communication and Fine Arts