

# ARTRA RICE

## PUBLIC RELATIONS SPECIALIST

### EXPERIENCE

**EXECUTIVE ASSISTANT, BOYD STREET VENTURE  
CAPITALIST, NORMAN, OK  
5/2023- 8/2023, SEASONAL**

- Assessed and prioritized appointments based on urgency, importance, and alignment with organizational goals. Efficiently scheduled internal and external meetings, ensuring optimal use of executives' time and resources.
- Actively participated in cross-functional teams and contributed to project planning, execution, and follow-up. Collaborated with colleagues to identify challenges, brainstorm solutions, and implement strategies to achieve objectives.

**EXECUTIVE ASSISTANT, KC-46 PROGRAM OFFICE  
OKLAHOMA CITY, OK  
6/2020- 1/2023**

- Exhibited excellent written and oral communication skills by effectively liaising between KC-46 personnel and Workforce Development and Training.

**EXECUTIVE ASSISTANT, UNITED STATES NAVY  
MULTIPLE LOCATIONS  
8/2012- 10/2018**

- Assisted commanding officers in arranging domestic and international travel, organizing meetings, managing appointments, delegating tasks, and completing projects according to strict deadlines.
- Assisted with complex trial preparation, including the witness location and interview, exhibit creation, and trial binder completion.

### EDUCATION

**2023 - 2025**

**UNIVERSITY OF OKLAHOMA**

**Bachelor of Arts, Public Relations**

**2018 - 2020**

**ROSE STATE COLLEGE**

**Associates, Political Science**

### CONTACT

 918-934-0055

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 Los Angeles, CA

### SUMMARY

Recent Public Relations Graduate with a strong academic background in communications, media relations, and marketing. Skilled in writing press releases, managing social media accounts, and creating compelling content for diverse audiences. Experienced with event planning and public speaking through internships and volunteer work. Eager to leverage strong communication skills, creativity, and a passion for storytelling to contribute to a PR team and help elevate brand reputation. Quick to adapt and learn, with a proactive approach to managing multiple projects and deadlines.

### SKILLS

- Social Media Management
- Event Planning
- Brand Storytelling
- Public Speaking
- Team Collaboration
- Strategic Planning