



# Completed Tasks

Madeleine Barton | Marketing Intern 2024

## DIGITAL

- Reviewed/edited/created pages for new website
- Facebook ad designs for multiple campaigns
- Developed the communications plan for 2025
- Social media content created and posted (TikTok)
- Creation of Formstack forms for multiple giveaways
- Wrote/published several blogs for community events and case types
- Google My Business listings updated for 17 location pages to include cover photos, adding social media links, updating product listings and ensuring all listing details were correct

## TRADITIONAL & EVENTS

- Business cards designed and ordered for 19 locations
- Planned a tornado relief event quickly and efficiently
- Researched community sponsorships for Family Law
- Developed ideas for community outreach events for the firm to host
- Radio scripts written and recorded for community outreach events
- FAQ radio scripts written/edited, collaborating with attorneys
- Giveaway management consisting of QR code flyers created, items ordered, entry forms created, and contacting winners
- Helped at multiple events, hosting hundreds of community members (setup, cleanup and engagement)
- Dozens of slide designs created for multiple sign displays (lobby TVs, digital signs)
- Multi-page booklet designed for B2B event
- Researched swag ideas for greater impact at community events

**This is not an all-inclusive list.**

For more details please reach out to  
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