

**Joanna K. Lee**  
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## EXPERIENCE

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**Bright Futures USA** Joplin, MO September 2012-Present  
*Training and Operations Manager*

- Promoted organizational marketing efforts, helped secure sponsorships and new Bright Futures affiliate communities
- Provided continuous and customized training, support, and consultation to 22 Bright Futures affiliate communities
- Oversaw organizational communications and event planning, implemented several first-time events
- Supervised event planning and communications personnel
- Oversaw organizational finances and management of the development budget, including budget accountability

**Joplin Area Chamber of Commerce** Joplin, MO July 2012-September 2012  
*Member Relations Coordinator*

- Promoted Chamber membership to individuals and organizations within the business community
- Led networking meetings of local professionals
- Planned, implemented, and facilitated member-based networking events
- Ensured a positive member experience by offering information and support to Chamber members
- Developed necessary print and digital communications for the Member Services Team

**City of Joplin** Joplin, MO March 2012-July 2012  
*Public Information Intern*

- Supported the Public Information Officer in maintaining positive relationships with the media and members of the business community
- Helped coordinate volunteers for the one year anniversary of the Joplin tornado
- Wrote press releases and newsletter articles to help the City portray its message
- Participated in various media events and City of Joplin meetings with members of the community

**Missouri Southern Crossroads Magazine** Joplin, MO January 2011-May 2012  
*Assistant Editor*

- Maintained relationships with alumni and alumni association staff
- Worked closely with the Editor in Chief to ensure magazine met alumni expectations
- Wrote and edited stories and ensured content accuracy and positive university representation
- Supported staff writers in story development and editing

## EDUCATION

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**Missouri State University:** Springfield, MO Fall 2016 (Expected)  
• Master of Business Administration - Marketing

**Missouri Southern State University:** Joplin, MO May 2012  
• Bachelor of Science, Psychology Bachelor of Science, Communication  
*Summa Cum Laude* *Summa Cum Laude*

## References

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**Lynn Onstot**  
Public Information Officer  
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**Christine Bryant**  
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