

Kacy Earnest Spears

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Education

Emporia State University- Masters of Library Science **August 2020 - Present**

Ouachita Baptist University – Bachelor of Arts in Mass Communications **May 2018**
Minor: English Literature and Theatre Arts GPA: 3.6

Experience

P.R. & Event Services Coordinator **September 2021 - Present**

Bella Vista Public Library – Bella Vista, AR

- Oversee the Library's two meeting room spaces, their bookings, and upkeep
- Outreach services including newspaper marketing, social media, and promotion of events

Library Assistant **February 2021 - September 2021**

Bella Vista Public Library – Bella Vista, AR

- Connect with patrons that have overdue Library materials
- Maintain Library materials - checking in, checking out, repair, creating new online systems
- Assist patrons with digital Library services (how to use e-readers, apps, etc.)

Director of Communications **August 2018 – February 2021**

First United Methodist Church Bella Vista - Bella Vista, AR

- Coordinate and train A/V volunteers, build relationships with church members and guests
- Maintain and update the website and social media
- Create and implement a long-term communications and IT plan

Communications Intern **May 2017-Aug. 2017**

Clinton Foundation – Little Rock, AR

- Content creation – social media planning, videography, photography, editing,
- Event planning – Team leader for Head of the Class Bash where we distributed 1,500 backpacks to the Little Rock community

Skills

Public relations, communication with internal and external publics, Adobe Creative Suite (Photoshop, InDesign, Illustrator, Premiere), Final Cut Pro X, social media strategy, Google Analytics, IT support, HTML, and CSS.

Involvement

Library Committee (First Presbyterian Church of Bentonville) **2021-Present**

- Member

Friends of the Pea Ridge Community Library **2021-Present**

- Communications Liaison

Junior League of Northwest Arkansas **2020-2021**

- Member