

Valerie Bromann

Brookfield, IL 60513

vbromann@hotmail.com

www.valeriebromann.com

PROFESSIONAL EXPERIENCE

RE/MAX of Naperville Naperville, IL

Marketing Assistant, June 2004 – June 2006

- Designed newsletters, direct mail, brochures, and presentations for real estate agents.
- Copyedited and proofread marketing materials for content and style.
- Created and updated websites that presented office information, new property developments, and agent credentials.
- Aided in the growth of the marketing department and tripled the output of projects within one year.

Steppenwolf Theatre Company Chicago, IL

Publicity Intern, June 2002 – August 2002

- Devised press releases and calendar announcements to generate publicity for upcoming performances.
- Assisted the publicist at special events, photo shoots, and video shoots.
- Organized and maintained archives of media clips, digital images, photographs, and videos.

Chicago Opera Theater Chicago, IL

Marketing Intern, June 2001 – August 2001

- Prepared press releases, press kits, and mass mailings to publicize productions.
- Constructed lobby display featuring actor bios and show synopsis.
- Researched performance history to help create unique advertising campaigns.
- Interacted with press to follow up on releases and solicit media coverage.

OTHER EXPERIENCE

Krannert Center Student Association Urbana, IL

President, June 2002 – May 2003

- Oversaw an administrative board of twenty-four and a membership of approximately two hundred.
- Acted as a liaison between the volunteer organization and the professional staff.

Marketing Director, September 2000 – May 2002

- Developed creative brochures, posters, press releases, and flyers to advertise events.
- Initiated targeted marketing campaigns to attract a more diverse membership and audience.

SKILLS

- Proficient in Microsoft Word, PowerPoint, Publisher, and Excel; Adobe Photoshop and InDesign; and Macromedia Dreamweaver.
- Working knowledge of Microsoft Access, Adobe Illustrator, Macromedia Flash, Quark Xpress, PHP, and HTML.
- Experienced with The Chicago Manual of Style.

EDUCATION

DePaul University Chicago, IL

M.A. in Writing, Expected Graduation: 2007

University of Illinois Urbana, IL

B.A. in Speech Communication, 2003