
PETER A. LYRENE

(785) 979-0627 peterlyrene@gmail.com Kansas City, MO

EDUCATION: THE UNIVERSITY OF KANSAS

Bachelor of Science in Journalism, emphasis in Strategic Communication
Bachelor of Arts in American Studies, emphasis in Visual Communication

SUMMARY OF QUALIFICATIONS

- Experience writing, editing, and proofreading copy, as well as HTML / XML online content
 - Technical aptitude in Salesforce, CRM/CMS systems, willingness to learn new applications
 - Proficient in Microsoft Office (Word, Excel, PowerPoint) and Adobe Creative Suite software
 - Ability to organize, prioritize and handle multiple tasks in a high production environment
 - Accurate and proficient typing skills, strong customer service and communication skills
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EXPERIENCE

America's Call Center *Account Manager* Kansas City, MO July 2018-February 2020

Voltaire & Golden Ox Restaurants *Bartender & Server* Kansas City, MO May-July 2018

Kroger Corp. Regional Accounting Center *Business License Admin* Nashville, TN 2018

PopCulture.Com / ComicBook.com *Staff Writer* Nashville, TN May-August 2017

Comdata *Strategic Sales Executive - Vendor Enrollment* Brentwood, TN Feb 2016-Jan 2017
Vendor Enrollment team member, implementing strategic e-payables conversion campaigns for clients

Cineflix - American Pickers Season 8 *Production Assistant* Nashville, TN 2016

Standard Beverage Corporation *Tel-Sales, Customer Service, Merchandiser* KS 2012-2015
Place and process sales orders for statewide distributor of beer, wine and spirits; service tel-sales accounts, perform retail merchandising tasks, received wine and spirits training, worked tasting events and festivals

The World Company *Freelance Writer / Music Blogger* Lawrence, KS 2013-2014
Contributor to the local music and weekend arts sections of Lawrence.com & The Lawrence Journal-World

Allen Press, Inc. *Online Publishing Quality Control Tech* Lawrence, KS 2012
Edited and proofread HTML and XML coding of online content for publisher of science journals and trade publications; archived and processed legacy/back-issue content for newly acquired client publications

Hallmark Cards *Creative / Technical Planning Specialist* Kansas City, MO 2011
Uploaded and cataloged card design elements and printing process data and instructions, assembled and prepared physical mock-ups of cards from editorial and design specs for scheduling and production

KJHK 90.7 FM *Live Events & Public Relations Director* Lawrence, KS 2008-2010
Planned live events, issued press releases, assisted in writing/production of radio ads & PSA's for campus organizations, negotiated media purchases & sponsorships with promoters, venues & local business partners

Ogden Publications *Marketing & Public Relations Intern* Topeka, KS June-Aug 2009
Internship for publisher of sustainable living and agricultural lifestyle magazines; issued press releases, proofread articles, edited and uploaded online content, assisted with event planning and marketing research

Mammoth Inc & Hunt Industries *Marketing Intern* Lawrence, KS 2008-2009
Assisted with live event concert promotions, advertising and media purchases, maintaining online event calendars, social media engagement, transportation & lodging arrangements, stage set-up and production