

## CONTACT



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3015 E. Lincolnshire Blvd.  
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## EDUCATION

**Graduate Studies in Business** | 1991-1993  
**Bowling Green State University**  
concentration: *Marketing*  
completed: 48 semester hours

**Bachelor of Science in Journalism** | 1991  
**Bowling Green State University**  
major: *Public Relations*  
minor: *Political Science*

## SKILLS

### Microsoft Office

Word | Excel | Access | Outlook |  
PowerPoint

### Adobe Creative Suite

InDesign | Photoshop | Illustrator  
Adobe Acrobat Pro/DC

### Website Design & Maintenance

CommonSpot | Cyberschool |  
Adobe Dreamweaver

## STRENGTHS

**Writing & Research**

**Publications & Presentations**

**Special Event Planning**

## VOLUNTEER POSITIONS

**Hampton Park Christian Church** | Toledo  
**Projectionist** | 2004-Present  
**Elder** | 1999-Present  
**Youth Director** | 2001-2012  
**Youth Advisor** | 1995-2001

# WENDY LEE KROUSE

*Experienced communications professional with a passion for educational and non-profit organizations*

## WORK EXPERIENCE

**Executive Assistant to the Superintendent** | 2017-July, 2018  
**Washington Local Schools** | Toledo, Ohio

- Promoted to new blended position combining Executive Secretary and Coordinator of School Information duties
- Responsibilities expanded to include producing a weekly newsletter, planning special events, writing speeches, managing the Superintendent's calendar, preparing Board agendas, presentations, correspondence

**Coordinator of School Information** | 1994-2016  
**Washington Local Schools** | Toledo, Ohio

- Responsible for all district-level internal and external communications, including media relations
- Wrote news releases, photographed district events
- Produced annual activity calendar, newsletters, flyers, billboards, print ads, radio scripts to promote district
- Created all collateral for five consecutive successful new money levies (2000, 2004, 2008, 2011, 2014)
- Shared responsibility for district's website and social media accounts

**Sales Associate, Human Resources Sub** | 1988-1998  
**Lion Store** | Toledo, Ohio

- As "floater," worked in every department in the store
- As sub in the Human Resource Office, answered phones, secured substitutes, assisted with scheduling, provided additional coverage at Customer Service desk
- Designed and produced monthly staff newsletter

**Administrative Assistant** | 1991-1993  
**Bowling Green State University** | Bowling Green, Ohio  
**Graduate Business Office & Management Center**

- Provided general office support including answering phones, filing, typing, and customer service
- Created new handbook for Executive MBA program
- Represented BGSU at college recruitment fairs

**Public Relations Intern** | 1989-1991  
**Bowling Green State University**  
**Dean's Office, College of Education** | Bowling Green, Ohio

- Assisted Public Relations Specialist
- Produced semesterly newsletter disseminated to all undergraduate students in College of Education
- Wrote news releases and assisted with special events