

TOREY HENDERSON

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Tulsa, OK

Education

UNIVERSITY OF OKLAHOMA

2017- 2021

Bachelor of Arts; Public Relations
Minors; International Area Studies,
Political Science

OKLAHOMA STATE UNIVERSITY

Expected May 2024

Master of Science

- Healthcare Administration-
Leadership & Entrepreneurship

TULSA COMMUNITY COLLEGE

2022- August 2023

Paralegal Certificate

- National Society Legal
Technology Certificate

Achievements

- Saxum: Summership 2023 Participant
- President's Community Scholars
- University of Oklahoma Student
Alumni Board Member
- Study Abroad Mentor (2018-2021)
- Oklahoma State University Deans List
- University of Oklahoma Dean's List

Skills

- Microsoft Office
- Google Suite
- Adobe Indesign & Illustrator
- Social Media Creation and Planning
- Written & Verbal Communication
- Global & Intercultural Fluency
- Elementary Italian
- Strategist

Work Experience

Special Programs- Graduation Persistence Support, University of Oklahoma - 01/2021-09/2021

- Assisted the redesign of the University's incoming student guidebook, "The Guide"
- Communicated with various stakeholders around the University
- Oversaw projects for Spring 2021 graduation and retention for the following year
- Had flexible hours to keep up to date with projects, working at times that suited stakeholders
- Utilized Canva, Microsoft office for projects and communication

Marketing & Media Intern- University of Oklahoma, OU in Arezzo - Spring 2020

- Oversaw and created posts for OU in Arezzo (OUA) Instagram, Twitter, TikTok, Facebook, Youtube, Spotify, and Snapchat accounts and increased interactions on all platforms
- Collaborated directly with the Director of OUA, Director of Student Affairs to work on recruitment strategies for Summer/Fall deadlines
- Re-designed the OUA blog to make it more personable for visiting students

Fall 2021

- Continued to do Spring 2020 tasks
- Acted as a supervisor for Italian interns; proofread and checked grammar for all posts and scheduled each post before going live
- Developed plans with Special Programs Coordinator and Student Services Coordinator for weekly and day to day social media posts along with monthly student blog posts
- Social Media Insights (from Spring 2020 and Fall 2021)
 - Instagram: Increased 150+ followers, steady likes, comments, and stories
 - Twitter: Increased interactions (likes and retweets)
 - Tik Tok: Increased followers
 - Facebook: Increased interactions (likes and comments)
 - Snapchat: Increased 25+ followers

Joys To The World Organizational Volunteer- 2021- Present

- Contributed with CEO with social media planning for Facebook (increased following 100+)
- Worked with CEO planning social media for fundraiser events
- Outlined plans for website and communicated with stakeholders

Peer Teaching Assistant, University College - 2018 - 2021

- Collaborated with professor(s) to create lesson plans for a transitional class of 20 students (both in-person and an online format)
- Facilitated one-to-ones with each student to ensure their well-being and connect them to various resources if needed

Student Supervisor, Couch Cafeteria - 2017 - 2020

- Developed plan with shift supervisor to manage and delegate tasks to ensure timeliness
- On-boarded new student workers in my area

Community Assistant - OU in Arezzo - Spring 2020

- Became a reference point for a group of 23 students studying abroad for the semester
- Answered student residential needs, including safety reports, maintenance issues, and performed and completed administrative duties
- Maintained comprehensive information on various locations and translated for students when needed
- Extensively worked on a variety of local community and university projects to promote the integration of students into the Arezzo community

Personal Experience

Family Caregiver- 2010- Present

- Part- time caretaker for a family member with cerebral palsy.
- During the pandemic, I was a full-time caretaker and student; job included feeding, changing, and various entertainment. I was also responsible for making sure that she attended virtual school and completed assignments.