

Amy Lakin Dunn

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EDUCATION

University of Tennessee, Knoxville, Tennessee

B.S. in Communications, Major in Journalism and Public Relations, 2003
Graduated with honors
Robert C. Byrd scholarship recipient

Gibbs High School, Corryton, Tennessee

High School Diploma, 1999
Class Valedictorian

EXPERIENCE

Freelance Work

Knoxville News-Sentinel, Knoxville, Tennessee, September 2010-present

LIFESTYLES WRITER

Responsibilities: Pitch and write feature articles
Contribute high-quality photographs to accompany each written piece

Oak Ridge Associated Universities, Oak Ridge, Tennessee, July 2010-present

CONTRACT WRITER AND EDITOR

Responsibilities: Write feature articles profiling student researchers

That's Zhejiang! Magazine, Hangzhou, Zhejiang, China, November 2009-June 2010

CONTRIBUTING WRITER AND PHOTOGRAPHER

Responsibilities: Write one article per month in the province's most widely-circulated, English-language magazine
Contribute high-quality photographs to accompany each written piece

Zhejiang University of Media and Communications, Hangzhou, Zhejiang, China, September 2008-July 2010

ENGLISH INSTRUCTOR

Responsibilities: Teaching Western Culture and Communication to students majoring in broadcasting
Teaching Comprehensive English to students majoring in English
Teaching Public Speaking and Debate to students majoring in English

Accomplishments: Average ranking of 97.4% based on departmental and student evaluations

COPY EDITOR

Responsibilities: Assisting with translated text for the English version of the university Web site

Hangzhou Electrical University, Hangzhou, Zhejiang, China, September 2007-June 2008

ENGLISH INSTRUCTOR

Responsibilities: Teaching English Listening and Speaking to students majoring in English
Teaching Culture of English-Speaking Countries to students majoring in English

Siskin Children's Institute, Chattanooga, Tennessee, January 2006-August 2007

COMMUNICATIONS COORDINATOR

Responsibilities: Writing press releases, marketing pieces, published articles and Web site content
Editing marketing pieces and nationally published articles
Serving as primary contact for print, television and radio media
Serving as primary graphic designer
Planning and managing communication strategies for major fundraising events
Educating Institute staff on communications strategies and techniques
Providing marketing consultation and support to three integral departments—including a prestigious school for children with disabilities, a national training and consultation division, and a fundraising department

EXPERIENCE *(continued)*

Oak Ridge Associated Universities, Oak Ridge, Tennessee, March 2004-December 2005

COMMUNICATIONS SPECIALIST

Responsibilities: Writing articles for ORAU's internal monthly newsletter, daily e-newsletter and annual report
 Writing press releases, media alerts, marketing materials
 Writing and maintaining Web site content
 Editing scientific technical documents and research reports
 Managing booking, logistics, and marketing for the 2004 and 2005 *Community Summer Science Lecture Series*, featuring scientific topics with nationally-known scientists and researchers

REFERENCES

Debra Muller Price, *former director of communications at Siskin Children's Institute*

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Wendy West, *communications manager at Oak Ridge Associated Universities*

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Alex Herron, *editor of That's Zhejiang! magazine*

That's Zhejiang!

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