

VALERIE FLYNN

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Loveland, CO
www.ValerieFlynn.com

OBJECTIVE

To obtain a position where I can utilize my communication and administrative skills, experience and training.

SKILLS

- 30+ years in media production, including audio & video post production.
- Webmaster since 1998: specializing in WordPress and some experience with Wix.
- Knowledgeable on what the press needs for publicity and exposure.
- Professional interpersonal communications, on and off camera.
- Facilitate and navigate complicated situations.
- Stay calm under pressure and with emotionally upset people.
- Self-motivated and self-directed worker, volunteer and learner.

EXPERIENCE

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Legacy Interviewer | October 2025 – Current |
| <ul style="list-style-type: none">• Book & prep clients with pre-interview questions• Record in online studio software• Interview clients for their digital legacy keepsake | |
| Video Podcaster | April 2024 - Current |
| <ul style="list-style-type: none">• “Nara Fellowship” & “Writers Of Meaning” | |
| Caregiver | May 2023 - Current |
| <ul style="list-style-type: none">• Medical care & coordinator, housekeeping, meal prep, and personal assistant | |
| Contributing Author / Public Relations Coordinator | October 2023 – Current |
| <ul style="list-style-type: none">• “Writers Of Meaning: An Anthology on Community” book | |
| Media & Public Relations Coordinator | October 2016 – December 2016 |
| <ul style="list-style-type: none">• Facilitated and coordinated press coverage for collaborative one time event with a non-profit | |
| Caretaker / Personal Assistant | April 2011 - Current |
| <ul style="list-style-type: none">• Process and submit ongoing paperwork requirements• Coordinate schedule with medical providers• Administrate medical rides and needs | |

Radio Show Co-Producer July 2001 – April 2011

- “Words Of Freedom” on KRFC FM & KHNC AM
- Found, coordinated, prepped over 350 radio guests including:
 - The Chieftains
 - Brigadier General Steve Ritchie USAF Ret. “America’s Last Ace”
 - Roy Rogers Jr.
 - Noel Neill: The Original Lois Lane
- Organized bios and radio guest information for show host
- Radio Show’s Webmaster

Production Assistant / Production Manager / Co-Producer 1994 - 2011

- Worked on numerous film, video, digital media and audio projects for clients including:
 - Hanna-Barbara
 - Turner Entertainment
 - Putnum Berkely

Teaching Assistant / Administrative Assistant 1994 - 2011

Assisted Instructor for numerous media classes at the:

- Aims Community College
- Arvada Center for the Arts
- Colorado Film School
- Colorado Free University
- Colorado Institute for the Arts
- Red Rocks Community College

VOLUNTEER

Society for Creative Anachronism April 2024 - Current

- Webmininster for Northern Colorado chapter

Faith Libraries of Northern Colorado January 2016 – July 2022

- Public Relations Coordinator
- Webmaster
- Social Media Manager

CONTINUING EDUCATION

- safeTALK Suicide Alertness for Everyone June 2020
- UC Health: Stop the Bleed September 2018
- CERT Emergency Preparedness Training Workshop August 2018
- Larimer County Resilient Emergency Preparedness Class August 2018
- Mental Health First Aid USA June 2018
- Loveland Police Citizen Academy September - November 2014
- Larimer County Sheriff Citizen Academy September - December 2014