VALERIE FLYNN

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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 Publii.
- 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
- Book & prep clients with pre-interview questions
- Record in online studio software
- Interview clients for their digital legacy keepsake

Video Podcaster April 2024 - Current
- "Nara Fellowship" & "Writers Of Meaning"

Caregiver May 2023 - Current
- Medical care & coordinator, housekeeping, meal prep, and personal assistant

Contributing Author / Public Relations Coordinator October 2023 – Current
- "Writers Of Meaning: An Anthology on Community" book

Media & Public Relations Coordinator October 2016 – December 2016
- Facilitated and coordinated press coverage for collaborative one time event with a non-profit

Caretaker / Personal Assistant April 2011 - Current
- 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

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