

Nora Tallmon

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SUMMARY

More than twenty years' experience in communication, research, writing, design, photography and publication. More than fifteen years' experience in web design and development. Proficient in a variety of Adobe Creative Suite and Microsoft Office products. Excellent public relations skills, and adept in both team and individual projects. Superb generalist, highly motivated, reliable and flexible.

SKILLS & CAPABILITIES

- North Carolina Real Estate Broker
- Writing, Photography, Muse, HTML, InDesign, Illustrator, PhotoShop, Acrobat, Microsoft Office Suite, Manual layout design, Grant Writing
- Formerly a State and Nationally Certified Emergency Medical Technician
- Skilled developer, designer, writer, editor and producer of print and web publications
- Adept in project research, development, implementation and management
- Strong background in public service organizations
- Experienced in disaster communications and mass communication
- Experienced overseas facilities coordinator & EMT for international project

EXPERIENCE

2016-Current • Wilson Realty & Keller Williams Realty, Francisco, NC, *Real Estate Broker*

2011-2014 • Gypsy Jack's Antiques & Oddities, Brownville, NE, *Owner*

2008-2015 • Nora Tallmon Print & Web Design, Brownville, NE, *Owner, Designer, Publisher*

2005-2007 • Nebraska Department of Banking & Finance, Lincoln, NE,
Public Information Officer/Webmaster

2001-2005 • Kishwaukee Community Hospital, DeKalb, IL
KishHealth System Webmaster, 11/03-4/05
Communications Coordinator, 11/02-11/03
Communications Specialist II, 10/01-11/02

1999-2001 • Butler County Bookmobile, Butler, PA, *Librarian*

1998-1988 • The Butler Eagle, Butler, PA, *Intern & Freelance Journalist*

Dorrance Publishing, Pittsburgh, PA, *Production Coordinator & Designer*

The Jackson Herald, Jefferson, GA, *Reporter*

The DeKalb Collegian, Clarkston, GA, *Editor, Reporter, Production, Dark Room*

David City Public Library, David City, NE, *Children's Librarian*

More Experience available upon request.

EDUCATION

1998 • BA in Communications, *Slippery Rock University, Slippery Rock, PA*, Magna Cum Laude

2008 • Emergency Medical Technician, *Peru State College, Peru, NE*, National Certification

2016 • North Carolina Real Estate Broker Licensure, includes national licensure

AWARDS

- Georgia Press Association first-place individual awards in both objective and investigative news writing
- The Nebraska Library Association & Nebraska Media Association Presidential Award of Excellence

BOARDS

2015- Current • Our Communities of Northwest Stokes, *Communications Chairperson*

2010-2015 • Nemaha County Hospital Foundation

2008-2015 • Brownville Volunteer Fire Department & Rescue Squad, *Captain*

2009-2013 • Brownville Village Theatre, *Marketing Chairperson*

References & Certificates available upon request.