

Amelie Zirnheld

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EDUCATION

Bachelor of Arts in Communication Studies

GPA 3.8/4.0

School of Liberal Arts, Indiana University Indianapolis

May 2025

Deans's List

8/8 semesters

Lamda Pi Eta International Communication Studies Honor Society

May 2025

WORK EXPERIENCE

Communications Assistant

May 2024- Nov 2024

42 Central, Paris, France

- Transcribed, translated, and authored articles and created social media content to enhance outreach.
- Streamlined internal communication tools, improving efficiency and collaboration between team members.
- Corresponded with current and prospective students, staff, and possible sponsors via email and direct messaging.
- Edited English documents for clarity and flow to ensure effective international communication.

Communications Intern

Jan 2024- May 2024

Indiana Secretary of State Diego Morales Communications Team, Indianapolis, IN

- Created visually appealing graphics to enhance online presence and convey key messages via across social media.
- Assisted in maintaining organized filing systems, enhancing accessibility to critical documents.
- Contributed to the preparation of letters and communications for the Secretary, ensuring clarity and consistency.

Marketing and Communications Intern

Sept 2023 - Dec 2023

The International Center, Indianapolis, IN

- Prepared marketing materials for weekly and one-time, event-based posts across four social media platforms.
- Created and introduced a Linktree to centralize access to featured links and increase traffic to featured links.
- Authored informative blog to increase global awareness and enhance company brand.

Package Handler

May 2023 - Aug 2023

FedEx Express, Indianapolis, IN

- Efficiently and safely unloaded and sorted packages of various types, shapes and weight.
- Accurately recognized and separated dangerous goods from regular packages for proper shipping.

Stiltwalker/ Atmospheric Actor

Sept 2022 - Nov 2023

The Indianapolis Zoo, Indianapolis, IN

- Quickly acquired the new skills of walking on 24-inch stilts, maintaining equipment, and keeping a safe workspace
- Maintained a welcoming and professional demeanor while engaging with guests of all ages, encouraging enthusiasm in response to the unique circumstance while maintaining a safe environment for all.

Assistant Stage Manager

June 2023

Stage Door Productions, Indianapolis, IN

- Assisted in final rehearsals, managed actors and ensured each production ran smoothly.
- Ensured a safe and organized backstage.

Guest Experience Interpreter

May 2022 - March 2023

Conner Prairie, Fishers, IN

- Developed and maintained knowledge of Indiana history from 1816 to 1863 to engage with and educate guests of all ages regarding Indiana history.
- Maintained a safe environment for all and properly cared for historic buildings and clothing.

SKILLS

Fluent/ Heritage French Speaker - Intermediate Spanish - Conversational American Sign Language - Canva - Proficient in Google Workspace - Proficient in Microsoft Suite - Adobe Premier Pro - French and English Transcription French to English Translation - Text Editing - Web Content Writing - Adaptability