

ZACH TIMMONS

Linked | DESIGN PORTFOLIO: behance.net/zachtimmons1 | P: (919) 815-9576 | E: zacctimm@gmail.com

EXPERIENCE

Athletic Communications/Compliance Graduate Assistant | Nova Southeastern University Athletic Department | Aug. 2025 - Present

- Drafted and published over 120 press releases for assigned sports.
- Designed preseason graphics for men's and women's basketball social media pages.
- Redesigned and updated NCAA Compliance webpages.
- Updated statistical and biographical information for assigned rosters.

Corporate Communications Intern | LyondellBasell | May - Aug. 2025

- Developed short-term communications plan with metrics and deliverables to market our segments.
- Conceptualized website design in case of shareholder activism.
- Designed slide decks, attended town halls and completed documents via Microsoft 365 and SharePoint.
- Collaborated with Creative Services team to suggest graphics/designs promoting new website launch.

Athletic Communications Intern | Nova Southeastern University Athletic Department | Feb. 2025 - May 2025

- Designed and submitted mockup graphics for men's basketball team.
- Edited premade graphics for baseball and softball social media profiles.
- Drafted articles and studied previous releases for athletic website within AP style.
- Assisted with game-day media tasks to support smooth event coverage.

Graduate Assistant Coordinator | NSU Writing & Communication Center | Aug. 2024 - May 2025

- Tutored students on essays, resumes, cover letters and related writing assignments.
- Educated students on generative AI platforms, citing sources and avoiding plagiarism.
- Partnered with professors in multiple departments and delivered presentations regarding WCC services.
- Assisted front desk with contacting clients as well as other administrative tasks.

Assistant Basketball Coach | Wake Technical Community College | Oct. 2022 - March 2024

- Designed graphics for both men's and women's basketball programs in Adobe Photoshop.
- Used social media platforms to contact prospects and build recruiting board.
- Drafted scouting reports and broke down film on Synergy.
- Maintained open communication and transparency with prospective recruits and their families.

Assistant Basketball Coach | Caldwell Community College & Technical Institute | Aug. 2020 - Aug. 2022

- Created and managed all social media accounts for the men's basketball team.
- Designed graphics to market program on campus and online to prospective recruits.
- Engineered campaigns to build organic online following and increase traffic.
- Used targeted keywords to improve search engine optimization (SEO) and increase visibility.

SKILLS

- Adobe Photoshop/self-taught graphic designer.
- Microsoft 365 (Office, Outlook, Teams, Copilot, Sharepoint, etc.).
- Experience with Copilot, Google Gemini, ChatGPT and other generative AI platforms.
- Editorial experience with AP, APA & MLA style formatting.
- Social media management & brand consulting.

EDUCATION

Nova Southeastern University | May 2026

MA in Composition, Rhetoric & Digital Media

UNC Charlotte | May 2018

BA in English, Minor in Journalism