

Jackie M. Griffin

PROFESSIONAL EXPERIENCE

ConocoPhillips, Bartlesville, OK

Communications Advisor-Finance Function

March 2014 – present

- Responsible for strategic communication planning for global Finance functional communications for more than 2,000 Finance employees.
- Embedded in the Center of Excellence for Finance, a group responsible for recruiting, training and developing global Finance employees.
- Designed, launched and continue to manage intranet news site for Finance-centric information and articles. Research and draft articles for the same.
- Partner with other business units to increase Finance exposure throughout company including company-wide publication mentions.
- Planned and manage robust annual editorial calendar for global Finance.
- Planned, launched and continue to create content for internal executive blogs to all Finance employees.

BOK Financial, Tulsa, OK

Communications Manager

April 2010 – February 2014

- Plan, draft and manage content for corporate-wide communications and for multiple departments, including Commercial Banking, Operations and Technology, Wealth Management and others.
- Partner with sales officers to promote, communicate and encourage sales successes and partnerships across the company.
- Manage employee intranet news site and e-mail newsletter, including content for seven market bank subsidiaries.
- Initiated and led development team for new employee intranet site for internal news featuring news articles, social media components and photo library.
- Partnered with technology team and external vendor to lead the launch of Show and Share, an internal video platform, and manage regular responsibilities of the same.
- Work with departments to develop effective communication plans and strategies for corporate-wide projects, media messaging and tactics.
- Manage responsibilities and budget for staff copywriter and communications intern.
- Assist social media team in management of company's social media accounts.
- Manage responsibilities, planning and presentation for annual executive road shows to employees in all markets.

State Farm Insurance Companies, Tulsa, OK

Communications Specialist

May 2007 – April 2010

- Prepared and edited publications for internal and external audiences, including employee magazine, intranet(s), and executive web pages/internal blogs.
- Served as communications specialist to two company vice presidents; worked closely with same to prepare speeches, presentations.
- Drafted content for and managed live desktop video presentations from members of executive team to employee audiences.
- Developed communication strategies in conjunction with department managers for internal departments' initiatives including multistate rate change information, promotional information, marketing strategies and succession planning/recruiting.
- Responsible for catastrophe communications during times of natural disaster and related occurrences.
- Served in six month developmental role as the State Farm legislative liaison for the State of Kansas: testified before Kansas Senate Transportation Committee on behalf of State Farm, assisted with Kansas' political action committee, organized and attended events with various legislators to build relationships with the same, completed media training.
- Selected by management to participate in year-long leadership training program in conjunction with regular duties: completed conflict communication training, Coach U, leadership/communication skills training.

Rodolf & Todd, P.L.L.C., Tulsa, OK

Attorney (licensed in September 2006)

May 2003 - April 2007

Legal Intern/Law Clerk (May 2003-May 2006, salaried attorney in May 2006)

- Represented corporate clients in medical malpractice negligence claims.
- Prepared presentations for various legal seminars regarding medical negligence.
- Conducted meetings with lay and expert witnesses including nurses, physicians, economists.
- Prepared lay witnesses for deposition, trial testimony.

- Reviewed, developed policies and procedures for hospitals and other medical entity clients.
- Conducted research, drafted memoranda and legal briefs in a variety of areas including but not limited to: medical negligence, employment issues, bankruptcy, property disputes, peer review, expert qualification, jury demographic data.
- Prepared trial exhibits including demonstrative medical presentations.
- Reviewed physician and employee credentialing files and licensure information.

SKILLS

- Communicating effectively as appropriate for the needs of the audience.
- Communicating with clients and customers as representative of employer.
- Project management
- Resolving conflicts and negotiating with others.
- Proficient in AP Style

EDUCATION

The University of Tulsa College of Law, Tulsa, OK
Juris Doctor, May 2006

August 2003-May 2006

The University of Tulsa, Tulsa, OK
Bachelor of Arts, Psychology, May 2003
Cum Laude

August 1999-May 2003

PROFESSIONAL AFFILIATIONS AND VOLUNTEER EXPERIENCE

- The University of Tulsa Alumni Board, Alumni Board Executive Committee, Uncorked Chair 2014, President-elect 2014.
- The Oklahoma Bar Association
- Tulsa Area United Way- Community Investments Panel member
- American Cancer Society Cattle Barons Ball Committee- 2010, 2012