

CONTENT CREATOR|COMMUNICATIONS SPECIALIST

Professional writer and researcher offering more than five years of experience in writing promotional content and developing strategic plans for clients and varying businesses, primary experience in advertising and higher education. Highly adept with digital tools and interpersonal skills to share stories to varied audiences to bring results. **Excellent written and oral communication skills.** Open to relocation.

KEY SKILLS:

- Writing/Editing
- Research
- Public Speaking
- AP Style
- Data Management
- Keynote
- Customer Service
- Microsoft Office Suite
- Google Suite
- HTML + CSS (Beginner)
- WordPress
- Social Media Expertise

EDUCATION

Master of Science in Business: Communication Strategy, May 2015

Virginia Commonwealth University, Richmond, VA

Bachelor of Arts in Communication Studies/Minor in Leadership May 2012

Christopher Newport University, Newport News, VA

PROFESSIONAL EXPERIENCE

Philanthropy Partners, LLC – Newport News, VA

April 2019 – Present

Editor and Analyst: Provided in-depth research into the development of this start-up company, analyzing the market to find a strong niche to fit in. Proofing written content and assisting with the growth of this non-profit.

SKILLS & TOOLS: Qualitative + Quantitative Research, Writing/Editing, Google Suite

Christopher Newport University – Newport News, VA

March 2018 – Present

Administrative Assistant: Writes/edits promotional communications on behalf of the Ferguson Center for the Arts and Office of Advancement for the Arts. Maintains digital and print correspondence with university stakeholders. Drafts and edits contractual agreements and invoices for stakeholders and scholarships. Manages contact records and data. Utilized positive customer service skills.

SKILLS AND TOOLS: Writing/Editing, Qualitative + Quantitative Research, Mailchimp, iModules, Banner, Google Suite, Microsoft Office, LexisNexis, Customer Service

Discotek Media – Orlando, FL

January 2018

Subtitle Editor: Edited and localized the English translation and subtitles for *MegaBeast Investigator Juspion*.

SKILLS AND TOOLS: Writing/Editing, Aegisub, Japanese-to-English translation, script timing

People Ideas & Culture – Brooklyn, NY

May 2017 – August 2017

Independent Contractor: Strategy: Developed in-depth qualitative/quantitative research-based strategic briefs and reports for internationally-recognized brands and companies. Arranged and recorded interviews and discussions with target audience samples, transcribed conversations and gathered insights to lead ad campaigns. Wrote pieces for PI&C's "Pulse" Inspiration Blog.

SKILLS AND TOOLS: Google Suite, SWOT Analyses, Qualitative + Quantitative Research, Public Speaking, , Keynote, Pages, Microsoft Office, Transcriptions.

BCF – Virginia Beach, VA

July 2016 – February 2017

Independent Contractor: Strategy: Developed a strategic message and target demographic for Buzz Franchises, Ltd. Created surveys, researched competition, interviewed potential customers to craft a concise message to build the new brand upon. Presented as part of a team to the client, regularly updated findings.

SKILLS AND TOOLS: SurveyMonkey, Microsoft Office, Qualitative + Quantitative Research, Presentations, Brief Writing