

OBJECTIVE

Communication management position

COMMUNICATIONS
EXPERIENCE

Research Assistant | Aug. 2010–current

Dr. Suguru Ishizaki, CMU / Pittsburgh, PA

- Designed and administered survey of graduate students
- Develop framework for interpreting survey data consistently, year-to-year
- Synthesize results and present them in a useful format

Social Media Manager & Blog Writer | Feb. 2010–current

Tachyon Solutions / Sewickley, PA

- Researched, built, and implemented new social media content strategy
- Manage and update social media accounts regularly
- Research and write blog content to complement existing SEO strategy

Freelance Designer & Consultant | July 2010–current

The Kacvinsky Organization / Pittsburgh, PA

- Produced graphic identity for new nonprofit organization
- Design logos and stationery for clients of the organization
- Consult and revise prose (mission/vision statements)

Content Strategy Intern | May–July 2010

Sullivan / New York, NY

- Developed copy that maintains and enhances positioning and brand identity
- Recommended communication strategies based on research
- Proofread materials for release to production

Freelance Copywriter | Nov.–Dec. 2009

Brady Communications / Pittsburgh, PA

- Wrote and edited content (annual reports, articles, and media pitches)

Summer Office Staff | June–Aug. 2009

Business Office, W&J College / Washington, PA

- Produced informational and instructional documentation for ebilling system
- Redesigned PowerPoint and online versions of “Frequently Asked Questions”
- Responded to phone inquiries concerning student accounts

Student Leader | Aug. 2005–May 2009

Office of Admission, W&J College / Washington, PA

- Developed new email marketing and application completion initiative
- Supervised 15+ student and temporary employees
- Mastered software to create, update, and manage sensitive enrollment data

Copywriter Intern | June–Aug. 2008

Royall & Company / Richmond, VA

- Created content for higher education print and web marketing campaigns
- Collaborated to meet publishing, release, and final deadlines
- Participated in intensive direct marketing training



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EDUCATION

MA Professional Writing

Carnegie Mellon University

Pittsburgh, PA / December 2010

BA English

Washington & Jefferson College

Washington, PA / May 2009

TECHNOLOGY

- Adobe CS4 (Illustrator, InDesign, Photoshop, Flash)
- Basic Web Design (HTML, CSS)
- Social Media (Twitter, LinkedIn, Facebook, blogs, wikis)
- PowerPoint, Excel, Word
- Mac OS X
- MS Windows
- Datatel