

Andrew “Avi” Tapp
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716-939-1132

Skills and Training

Public Relations and Advertising	HTML & CSS	Windows PC
Public Relations Writing	Javascript	Macintosh
Media Writing	Adobe InDesign	Linux
Group Communications	Adobe Photoshop	
Organizational Communications	Microsoft Word	
Visual Communications	Microsoft Excel	Spanish
Oral Communications	Microsoft PowerPoint	Hebrew
Advanced Public Speaking	Google Applications	

Experience

Website Developer January 2013 to March 2013

Koby Environmental, Buffalo, NY

- Planning, design, and creation of new website
- Custom coding in HTML and CSS
- Site rollout and troubleshooting

Public Relations Consultant January 2008 to December 2010

Jewish Discovery Center, Buffalo, NY

- Identification of and analysis of key publics
- Consultation with public relations director on events planning and development
- Maintenance and updates to organization's website
- Designed and produced collateral for internal and external audiences

Program Coordinator May 2007 to January 2008

Hadar Hatorah Rabbinical Seminary, Brooklyn, NY

- Planning of events for key publics
- Coordination of event feedback
- Analysis of event feedback for future event planning

Education

B.A., State University of New York College at Buffalo May 2012
Public Communication, Spanish, and Theater

References

Ken Swan	716-830-6852	3234 Union Rd, Buffalo, NY 14227
Laizer Labkovski	716-908-7475	757 Hopkins Rd, Buffalo, NY 14221
Joe Marren	716-878-3794	1300 Elmwood Ave, Buffalo, NY 14222
Ron Smith	716-878-6329	1300 Elmwood Ave, Buffalo, NY 14222