

Objective

Consistently ranked as a high performer and change agent; exemplifies best practices in the area of strategic and managerial marketing communications through strategy and operations. Experienced at performance management. Trusted by senior leadership in handling highly confidential information for sensitive news and acquisitions.

Skills

Drupal, Wordpress, DNN And Some Adobe InDesign Experience.

Work Experience

Communications Manager/Director

ABC Corporation - 2010 – 2011

- Prepared and executed media outreach and advocacy plans for nonprofit social justice organization focused on educational equity, immigrant rights, and elder justice.
- Work included drafting of press releases and media advisories, planning and executing teleconference calls and nationwide distribution of releases; preparing messages and talking points for principals and partners; managing website; updating content with new developments, including adding pages for new programs and reports.
- Drafted and distributed weekly newsletter.
- Updated Facebook page with new developments, staff appearances, reports.
- Drafted and managed production of annual report, including selection of photos and contractors.
- Drafted and distributed pitches to funders.
- Edited staff reports and letters for style and clarity.

Communications Manager

ABC Corporation - 2007 – 2010

- [.
-] Added programming content to the WFUV website [.
-]Wrote and sent out 24 press releases monthly to notify the public of important WFUV news and events [.
-] Edited and proofread weekly enewsletter, which reaches almost 20,000 subscribers [.
-] Designed and edited the first WFUV student newsletter [.
-] Assisted with organizing content for radio show Sunday Breakfast [.
-] Prepared presentation materials for meetings.

Education

M.S. in Print Journalism - (Columbia U. School of Journalism)