
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ H: (555) 432-1000 ♦ C: ♦ resumesample@example.com ♦ Date of Birth: ♦ India: ♦ : ♦ single: ♦

SUMMARY

Driven and compassionate public affairs specialist focused on developing and implementing strategic communications and integrated mission-driven plans to advance the direction of non-profit and for-profit organizations.

HIGHLIGHTS

- Strategic and Marketing Communications
- Public/Media Relations
- Spokesperson/Public Speaking
- Project management
- Relationship building expert
- Deadline-driven
- Fundraising & Promotional campaigns
- Advocacy/Policy
- Human Services professional
- Decisive problem solver
- Motivated team player

EXPERIENCE

Public and Government Relations Manager, 02/2016 - Current

University Of Nebraska-Lincoln " Lincoln, NE,

•

-
- Promoted based on performance and responsibility exceeded position.
- Increased state budget line item funding from \$14 to \$17.5 million- a \$3.5 million increase in three years.
- Develop and manage ongoing story content pipeline for all communications; GBFB's quarterly Harvest newsletter content with a goal of \$640,000/year; weekly blog schedule, strategy, and writing; edit/contribute to web and social content.
- Manage relationships with federal, state and local elected officials.
- Write/review press releases; manage press events and media requests/interviews, and relationships with reporters/bloggers.
- Liaison between PR consultant firm, 451 Marketing.
- Developed internal advocacy strategy and plan for FY15, FY16 and FY17. Developed and facilitated advocacy education training workshops for network of 550 hunger-relief partners.
- Set Advocacy priorities, including food policy at the federal and state level.

Communications Staff Assistant, 2011 - 01/2014

The Millennium Group " Cohoes, NY,

- Served as a key staff member to the Executive and Senior Directors within AA&D Communications in the planning and execution of all campaign communications collateral, including print, digital, and multi-media, for The Harvard Campaign, Harvard University's projected \$6.5 billion academic planning and fundraising campaign.
- Built and maintained exceptional relationships while working collaboratively and strategically with stakeholders across the University including students, faculty, School Deans, and President.
- Partnered with and managed external vendors including, The Propeller Group, in holding intake sessions and presenting communications proposals and executions to those University stakeholders and conducting research surveys and organized focus groups with external audiences.
- Provided logistical support for several film projects, including Harvard's 375th Anniversary film, The Harvard Campaign's 'Alumni Community Video', Harvard College's campaign video 'Discovery', and all graduate School B-roll film shoots.

Recruitment Associate, 2010 - 2011

CATHOLIC VOLUNTEER NETWORK " City, STATE,

- Engaged, educated, networked with and recruited college students from campuses across the United States of the 200 faith-based post-graduate long-term service opportunities within the network.
- Organized and facilitated information sessions, workshops and retreats, and public speaking engagements. Also, drove brand awareness and all social-media networking including Facebook, Twitter, blogs, and YouTube.

Site Supervisor, 2009 - 2010

CATHOLIC CHARITIES, OPERATION HELPING HANDS (OHH) – City, STATE,

- Supervised and managed volunteer groups (between 12-40 people/wk.) from all over the United States in rebuilding homes for elderly and disabled people in New Orleans.
- Demonstrated project management, leadership, problem solving, and organizational skills with timely, productive, and creative solutions.
- Wrote federal and foundation grants to sustain the program.

EDUCATION

Master's in Public Administration (M.P.A.): , 2015

-

NORTHEASTERN UNIVERSITY - Boston, MA

GPA:

Courses Completed include Food Systems and policy and International Development.

Bachelor of Arts: International Relations, 2009

-

SAINT ANSELM COLLEGE - Manchester, NH

GPA:

Internships: Harvard Kennedy School of Government Institute of Politics, Wiggin & Nourie, P.C., and the 2008 New Hampshire Presidential Primary Election coverage with CBS News. Saint Anselm College Freshman Orientation Leader (2006); Model United Nations Club President (2007-2009); International Relations Club Secretary (2006-2009); Saint Anselm Summer School Program in Ougny, France (Summer 2007)

COMMUNITY INVOLVEMENT

Publicity Club of New England Member (March 2016 - present): Judge in the 48th annual Bell Ringers Awards.

Saint Anselm College Alumni Volunteer (Fall 2011 - present): Invited to be an Alumni representative, focusing on interviewing prospective students and assisting the Admissions office with various events.

JFK Museum Profiles of Courage High School Essay Contest Judge (January 2012 - present): Read, reviewed and scored between 50-100 high school essays for College Scholarship essay contest.

SKILLS

Proficient in Spanish. Acrobat; Adobe; Advance; Drupal; FileMaker Pro; HTML5; CMS; InDesign; Microsoft Office Suite; Photoshop; RaiserEdge; Salesforce; and social media, including Facebook, Twitter, YouTube, LinkedIn, Instagram, Pinterest, and blogging.

À