

EDUCATION

Massachusetts Institute of Technology (MIT) Certificate, Full Stack Development (June 2022)

UNC-Chapel Hill Bachelor of Arts, Media Production (May 2011)

SKILLS

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|-------------|--------------|--------------|-----------|
| • HTML/CSS | • JavaScript | • Git/Github | • React |
| • Bootstrap | • Node/NPMs | • Express | • MongoDB |

EXPERIENCE

UNC Greensboro Division of University Advancement (Greensboro, NC)

Development Communications Specialist (March 2020 – January 2022)

- Served as a primary writer, editor, videographer, and branding gatekeeper for seven departments
- Performed editorial reviews and updated content on University Advancement websites
- Collaborated with directors on communication strategies for major campaigns, events, and announcements

Development Writer (February 2019 – March 2020)

- Controlled external communications from the university's scholarship management website
- Edited proposals, year-end giving reports, web copy, and external communications to the university's donors
- Assisted with ghostwriting letters, scripts, and speeches for the chancellor and the division's vice chancellor

Measurement Incorporated (Greensboro, NC)

Reader/Evaluator (March 2018 – February 2019)

- Quickly learned and implemented standardized scoring criteria for nationwide student writing assessments
- Holistically scored over 100 writing samples daily, with an emphasis on conventions and syntax

Randolph Community College (Asheboro, NC)

Continuing Education Instructor (June 2017 – March 2018)

- Effectively led computer skills courses, resume writing seminars, and customer service classes
- Successfully taught English classes centered on grammar and writing
- Coordinated individualized tutoring sessions based on student reading and writing assessments

North Carolina A&T State University Athletics Department (Greensboro, NC)

Media Relations Assistant (August 2015 – June 2017)

- Administered regular updates to the athletics website and social media platforms
- Delivered consistent press coverage on athletics for the university's web and print publications
- Shot and edited (video) highlight reels of important events for Aggie Lock TV

Intern Reporter (August 2013 – February 2014)

- Maintained all press coverage for the university's track and field teams: indoor, outdoor, and cross country
- Wrote articles and announcements for the athletics department's web and print publications