

CARRAH M. LINGO

Relocating to New York, NY from Atlanta, GA by July 2026 | carrahlingo@gmail.com | 843.813.4613 | linkedin.com/in/carrahlingo

PROFESSIONAL EXPERIENCE

CADMUS GROUP

Consultant | Communications, Change Management, Business Process Improvement

Arlington, VA (Remote)

April 2023 – October 2025

- Led internal communications strategies for two federal IT functions ranging from 300 to 3,000 employees.
- Facilitated content development and onsite support for 6+ annual federal IT executive leadership offsites focused on leadership development, organizational design, and strategic planning using tools like Mural and Figma.
- Produced 30+ annual executive engagement and recognition events (30–1,000+ attendees) to strengthen leader–employee relationships, foster a culture of transparency, and celebrate innovation within a large federal IT organization.
- Built and led a workforce development employee advisory group, facilitating cross-functional collaboration to drive product adoption and employee engagement.
- Owned the strategy and daily management of a federal IT Microsoft Teams community – including engagement, communication, and feedback collection.

U.S. DAIRY EXPORT COUNCIL

Project Manager (Contract position)

Washington, D.C. (Remote)

September 2022 – March 2023

- Led communication with internal and external stakeholders to monitor and track progress of international research projects.
- Developed and strengthened partnerships with external vendors throughout the RFP process.

SANTEE COOPER

Public Relations Specialist II

Moncks Corner, S.C.

February 2022 – May 2022

- Led the internal communications strategy for 1,000+ employees.
- Designed and scaled monthly virtual employee engagement Webex webinars growing participation from 90 to 400+ employees.
- Analyzed reports to make strategic recommendations on how to increase engagement for the internal newsletter using MailChimp.
- Wrote features for the corporate magazine communicating highly technical engineering concepts to non-technical audiences.

Public Relations Specialist I

August 2019 – January 2022

- Produced talking points for c-suite executives and collaborated with media relations by writing press releases and assisting with media days.
- Served as Communications Chair on the Inclusion Diversity & Equity Awareness (IDEA) Council and increased monthly traffic to the internal page by 300%.
- Built and maintained project plans, timelines, and cross-functional workstreams to ensure seamless delivery of communications deliverables for company initiatives.

ADVANTAGE MEDIA GROUP | FORBESBOOKS

Content Manager

Charleston, S.C.

June 2018 – May 2019

- Led the social media content writing team and built a monthly campaign-centric and data-driven system using Sprout Social.
- Developed lead generation assessments, website copy, and blogs for 15+ concurrent clients using Google Suite.
- Content designer and community manager for c-suite executives, using programs like Canva, Facebook Ads and AirTable.

SANTEE COOPER

Public Relations Coordinator (Contract position)

Moncks Corner, S.C.

January 2018 – May 2018

- Managed corporate communications projects, assisted with photo / video shoots, and redesigned the internal newsletter.
- Coordinated with the external communications agency to strengthen our public relations strategy.

SEATGEEK

Marketing Coordinator

Charleston, S.C.

March 2017 – September 2017

- Led the internal communications strategy during the SeatGeek rebranding process.
- Coordinated international conference sponsorships and created reports in Salesforce to support sales with the RFP process.

SOUTH CAROLINA AQUARIUM

Special Events Host

Charleston, S.C.

December 2016 – March 2017

- Managed day of logistics for events with up to 600 attendees and collaborated with vendors throughout the event process.

RUNNING BUDDY

Marketing Coordinator

Charleston, S.C.

July 2015 – October 2016

- Generated \$60k in revenue in my first year creating sales email campaigns with MailChimp.
- Owned and scaled the brand ambassador community of 70+ members and developed social media content for Facebook, Instagram and Twitter.

NATIONAL TIGERS FOR TIGERS COALITION
Communications Associate

Washington, D.C.
April 2014 – June 2015

- Planned 8+ national summits and meetings with up to 100 attendees and guest speakers.
- Developed student resources and event collateral for 13 student chapters following brand guidelines.
- Designed and wrote content for Facebook, Instagram, Twitter, and managed the blog and website.

LEADERSHIP

CALVARY WOMEN'S SERVICES, Step Up D.C. Instructor

January 2023 – March 2023

Led 16+ job placement classes to help women gain employment and financial security.

BIG BROTHER BIG SISTER FOUNDATION, Big Sister

February 2016 – September 2020

Served as a mentor to a young girl in Charleston, S.C.

CLEMSON YOUNG ALUMNI OF CHARLESTON, President

August 2016 – December 2019

Executed 10+ networking and volunteer events a year with 200+ guests while fostering relationships with local organizations. Facilitated collaboration among fellow executive leaders and provided strategic direction.

EDUCATION & CERTIFICATIONS

Prosci Certified Change Practitioner, November 2024

CLEMSON UNIVERSITY, May 2014

Bachelor of Arts, Major in Communication Studies, Minor in Social Sciences