

Catherine Fairclough

catyfair@brandeis.edu



203.530.1974



EDUCATION

Bachelor of Arts, [Brandeis University](#), Waltham, MA (August 2010 - May 2014)

Environmental Studies and Creative Writing

Study Abroad, [University of Stirling](#), Stirling, Scotland (February 2013 - June 2013)

EXPERIENCE

Intern, [The Ocean Project](#), Providence, RI (June 2014 - present)

- Manage multiple social media accounts
- Assist in creating a content calendar and plans to track outreach
- Research how to target various demographics through virtual communications

Teaching Assistant, [Brandeis University](#), Waltham, MA (August 2013 - October 2013)

- Tutored grad students in "Principles of Ecology for Development Practitioners"
- Graded student tests

Intern, [Smithsonian Museum of Natural History](#), Washington, DC (June 2013 - August 2013)

- Wrote content for the online [Ocean Portal](#)
- Researched and pitched topic ideas for content
- Created content for social media (Facebook)
- Selected graphics to complement articles

Administrative Assistant, [James E. Neilsen, CPA](#), Norwalk, CT (June - August 2011 & 2012)

- Provided professional customer service over the phone and in person at the office
- Organized physical and electronic files
- Responsible for opening and closing the office
- Worked with confidential information

Member, [Creative Writing Club](#), Stirling, Scotland (February 2013 - June 2013)

Tutor, [General Tutoring](#), Waltham, MA (October 2012 - December 2012)

Intern, [Connecticut Audubon Society](#), Milford, CT (June 2012 - August 2012)

Initiative Leader, [Students for Environmental Action](#), Waltham, MA (September 2010 - December 2012)

Stage Manager, [Dr. Horrible's Sing Along Blog](#), Waltham, MA (March 2012 - April 2012)

Boat Cover Assistant, [Fairclough Sailmakers](#), New Haven, CT (May 2010 - August 2010)

SKILLS

- Microsoft Office
- Collaborative Sites (Hootsuite, Basecamp, Evernote)
- Basic knowledge of Photoshop
- Photography
- Social Media/ Blogging
- Geographic Information Systems (GIS)
- Facebook, Twitter, Tumblr, Wordpress
- Independent research