

Claudia Davis

claudiadavis@gmail.com • 678-523-1576
265 South 2nd St, Apt 5 • Brooklyn, NY 11206

EDUCATION

New York University, Steinhardt School of Culture, Education, and Human Development Bachelor of Science in Nutrition and Dietetics GPA: 3.6 / 4.00 Extracurriculars: Meditation Group, Ballet Company, Yoga Club	New York, NY May 2020
--	--------------------------

WORK EXPERIENCE

Edelman <i>Assistant Account Executive</i>	New York, NY September 2020-Present
--	--

- Provides client service support: attends meetings, meets deadlines, troubleshoots problems, drafts recaps.
- Writes, edits and proofreads materials ensuring quality and consistency with appropriate writing styles.
- Manages projects working with staff and vendors, including tracking financial details.
- Participates in new business process including research, proposal and pitch preparation.

Wellness Intern	March 2020-September 2020
------------------------	---------------------------

- Wrote, proofed and edited a variety of PR, marketing and consumer materials, including media lists and client pitches.
- Researched and identified media contacts in both traditional and online outlets using Cision and Muck Rack.
- Implemented earned media strategies for national brands, securing placements on outlets such as *TODAY*, *Good Morning America*, and *Thrillist*.
- Analyzed and provided overviews of trends across multiple markets in weekly monitoring reports.

Evyn Block Communications <i>Intern</i>	New York, NY October 2019-March 2020
---	---

- Researched and maintained media lists, tracked press coverage for various clients, created reports and drafted written materials including client pitches.
- Provided client support by meeting deadlines, attending meetings, and drafting agendas and recaps.
- Participated in new client onboarding, including research and pitch preparation.
- Maintained and updated company Instagram and Squarespace website.

Eathority <i>Intern</i>	New York, NY March 2019-December 2019
-----------------------------------	--

- Created educational materials and social media content; developed branding and marketing strategies for a private practice dietitian using tools such as Instagram and Mailchimp.
- Researched and kept up to date with current topics in healthcare and wellness.

Columbus Park Clinic <i>Meal Support</i>	New York, NY January 2018- September 2019
--	--

- Prepared and served food for a weekly group therapeutic meal in an eating disorders outpatient clinic.
- Required knowledge about cooking, portion sizes, and nutritional assessment for specific health needs.
- Coordinated with patients' clinical team to determine best practices for care plans.

Hunter College Food Policy Center <i>Editorial Assistant</i>	New York, NY September 2018-February 2019
--	--

- Wrote, researched, and organized data for expansive food policy projects, including creating social media packets for local city representatives.
- Worked with health departments across the country to complete comprehensive food policy surveys.

More Gardens Fund <i>Environmental Education Intern</i>	New York, NY May 2018-August 2018
---	--------------------------------------

- Led environmental and food justice activities with young children and their families, including cooking demonstrations and hands-on nutrition education.
- Organized community events and grassroots fundraising campaigns.
- Grew a nonprofit's visibility through local community engagement and social media campaigns.

LEADERSHIP EXPERIENCE

Project HEAL

New York, NY

New York City Chapter Co-President

November 2018-December 2019

- Educated communities about eating disorders and preventative care through events and social media platforms.
- Maintained relationships with volunteers and sponsors through online newsletters.
- Engaged in fundraising and outreach events both online and in the New York area.

Communities of HEALing Lead

January 2018-November 2018

- Served as main point-of-contact for national program manager and eating disorder support group attendees.
- Assisted in online mentor and mentee recruitment.
- Secured partnerships with clinical and psychological treatment programs.

SKILLS

- **Technical:** Microsoft Office Suite, Google Suite, Cision, Muck Rack, Mailchimp, Canva, Squarespace