

Education

Boston University May 2015
Bachelor of Science in Communication; Concentration in Public Relations; Minor in Political Science

Related Experience

Village of Pelham; Mayor's Office June 2015 - Present
Intern Pelham, NY

- Assisting Village Administrator and Building Inspector with day-to-day operations by processing FOIL requests, permit applications and attending monthly Board of Trustees meetings and weekly departmental meetings.
- Implementing highly effective organizational systems including indexing, filing and storage for both departments.

PRLab (Boston University's Student-Run PR Agency) January 2015 – May 2015
Account Supervisor Boston, MA

- Supervised two teams of two-four Account Executives each, providing feedback, advice and guidance to meet PR objectives for two unique clients, Restoration Resources and Energy API
- Strengthened the agency's brand by working with AdLab, a student-run advertising agency, to provide clients with an integrated marketing campaign

Boston University Student Government September 2013 - May 2015
Associate Director of Communications Boston, MA

- Informed a student body of 16,000 about the actions and policies of their elected student representatives by writing monthly newsletter updates, policy briefings, and weekly press releases
- Monitored student feedback through social media interaction with individuals and organizations

The Advance Group May 2014 - August 2014
Campaigns and Elections Intern New York, NY

- Strategized with intern team to develop campaign platforms
- Conducted research on election districts and analyzed voter demographics
- Designed and wrote copy for district mail plans and palm cards

Office of Congresswoman Nita Lowey D-NY-17 January 2014 - May 2014
Intern Washington, D.C.

- Delivered the office's key messages by corresponding directly with constituents on behalf of the Congresswoman, writing newsletter copy, researching news outlets and compiling media lists
- Maximized social media engagement, wrote content, increased Facebook following by 115%
- Condensed expert testimony into memoranda for Legislative Aids

St. Mary's Healthcare System For Children; Innovation and Marketing Team May 2013 - October 2013
Intern New York, NY

- Assisted team in planning and executing fundraising and brand awareness events for St. Mary's by making deliveries, phone calls, putting together sponsorship information packages for vendors, and creating promotional one-sheets

Additional Experience

Boston University Admissions Student Speaker January 2015 – May 2015

Skills

Communications: Event Planning, Public Speaking, Presentation, Writing, Branding, Media Relations, Research
Computer: Microsoft Office, Dropbox, Wiggio, Votebuilder, Constant Contact, InDesign
Social Media: Twitter, Instagram, Facebook, Tumblr, LinkedIn, Snapchat, Pinterest, Yelp
Language: Conversational French