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203 East 13th Street
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EDUCATION

Bachelor of Arts, English – Creative Writing • Minor: Communications
Manhattanville College, Purchase, NY

May 2015
GPA: **3.8**

EXPERIENCE

<i>Office of Communications</i> , Social Media Intern, Manhattanville College, Purchase, NY	3/14 – 8/15
<ul style="list-style-type: none">• Maintain all social media platforms for Manhattanville College• Manage strategy and brand identity for all platforms, providing adequate textual, image and video content for viewers• Interact with offices on campuses, as well as alumni, current, and prospective students	
<i>Summit Professional Networks</i> , Data Analyst, New York, NY	12/14-2/15
<ul style="list-style-type: none">• Work with Microsoft Excel and Google Finance to analyze data regarding mutual funds	
<i>Duchesne Center For Religion And Social Justice</i> , Social Media Intern, Manhattanville College, Purchase NY	8/14-1/15
<ul style="list-style-type: none">• Create and maintain social media platforms for the Duchesne Center• Interact and meet with client to form strategies and increase audience	
<i>LorraineTyne</i> , Social Media & Community Management Inter, Beacon, NY	2/14 – 6/14
<ul style="list-style-type: none">• Managed the company's Instagram and Pinterest accounts to engage clients and promote products	
<i>Belltower Books</i> , Campus Captain	12/13 – 1/14
<ul style="list-style-type: none">• Engaged and notified students via social media to encourage use of company's service• Managed books, bank account, and campus employees	
<i>Sports Video Group</i> , Editorial Assistant Intern, New York, NY	5/13 – 9/13
<ul style="list-style-type: none">• Constructed monthly editorial reviews, contacted and re-wrote press releases from sponsors, and researched management teams to find new speakers and sponsors• Interviewed speakers for the Asset Management Forum• Wrote multiple profiles and feature pieces for the <i>SVG Insider Newsletter</i>	
<i>Silverback Social, LLC</i> , Blog Co-Editor, White Plains, NY	5/13 – 8/13
<ul style="list-style-type: none">• Conducted interviews of CEO's in the social media field via e-mail, phone, and Twitter• Wrote and edited posts for the Silverback Social Blog	
<i>BroadwayWorld.com</i> , Dance Editor, New York, NY	5/13 – 8/13
<ul style="list-style-type: none">• Attended dance performances in New York City• Constructed reviews, special features, and columns for publication on the website	

LEADERSHIP ACTIVITIES

Captain, Manhattanville College Dance Troupe
Team Leader, Duchesne Center Social Media Project

SKILLS

Proficient in: Microsoft Excel, Word, PowerPoint, Access, Adobe Photoshop, Illustrator, InDesign, Hootsuite, Blogspot, Wordpress, Instagram, Pinterest, Facebook, Twitter, LinkedIn, Tumblr, WordPress