

DANIELLE TURNER

ADVOCACY IN COMMUNICATIONS
SPECIALIST

QUALIFICATIONS

I have written rhetorical analyses on communication in mental health and sexual assault spheres and I feel that with my knowledge and experience I can be a positive addition to any advocacy based team.

PROFICIENCIES

- Skilled in Mediation
- Experience in Interviewing and assessing candidates.
- Excellent written and oral communication skills
- Excellent administration and event programming skills
- French: proficient in oral, written, and spoken
- Microsoft Suite: Outlook, Word, PowerPoint, and Excel
- Experience in teaching/presenting concepts to individuals and groups
- Social Media literacy and effective use

FIND ME AT:

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22801

WORK EXPERIENCE

INTERN

CULedger | August 2019 - December 2019

Updated Customer Relationship Management (CRM) Software. Modernized company website and performed monthly website reviews. Created communication calendars for CULedger. Improved template format for white papers and educational articles. Created CULedger's Facebook page and media content. Worked with PR partners and improved press release information.

BOX OFFICE STUDENT MANAGER

Forbes Center for the Performing Arts | August 2018 - Present

Provide point of sale computer sales for all ticketed performances at the Forbes Center via the phone and in person. Process returns and exchanges. Prepare sales reconciliations. Provide courteous service for all ticket inquiries from student and community members while also providing a high level of fiscal confidentiality. Updates mailing lists, data entry, etc. Finalize end of day profits and reporting forms.

NIGHT MANAGER

Firehouse Subs | June 2013 - August 2018

Managed day to day activities and aided creating schedules for staff. Created connections with customers by providing constant customer service. Established a positive workflow for all employees. Handled parts of the hiring process and training employees.

RESIDENT ADVISOR

James Madison University | 2017-2018

Supervised resident halls by maintaining effective communication and accurate record keeping. Planned monthly programs about diversity and academic success while building a community among residents. Upheld university standards and guidelines. Monitored floor activity and providing conflict mediation when requested by residents.

EDUCATION HISTORY

JAMES MADISON UNIVERSITY

Bachelor's Degree in Communication Studies | May 2020

- Concentration in Advocacy
- Minor in French
- Minor in French Business
- Pre-professional in Pre-Law