**DANIELLE K. ROBERTS**

47 Merriman Rd.

Windsor, CT 06095

860-371-4910                                                                    [dkr1987@msn.com](mailto:dkr1987@msn.com)

Copy Editor/Communications Specialist with superb verbal and written communication skills. Keen eye for detail and maintaining proper sentence structure. Proven leadership skills under tight deadlines. Proficient in Microsoft Word, Excel, PowerPoint, and Adobe Photoshop.

**Experience**

* **Hartford Magnet Trinity College Academy,** Hartford, CT

Library Substitute

February 2012-present

Work in the Library/Media center helping students find books, and checking books in and out of the library, until a new Librarian is hired.

Academic Tutor

October 21, 2011-February 2012

Work on a part-time basis one-on-one with a 7th grade student who is on a 1st grade reading and writing level. Help to monitor academic, behavioral and social progress, while demonstrating an appropriate example for him to follow.

* **Harris Forbes & Associates,** West Hartford, Connecticut

Freelance Public Relations Assistant

2009-Current

Write, and edit press releases and human interest articles and perform research on an as needed basis.

Attended a press conference in May 2009 for Connecticut Health Equity Week.

* **The Black Voice**, Syracuse University, Syracuse New York

Head Copy Editor

2006-2009

Edited all news articles, features articles, opinion editorials, and sports articles for biweekly newspaper focused on the interests of the African American community at Syracuse University.

* **The Governor’s Prevention Partnership**, Hartford, Connecticut

Communications and Resource Development Intern

June-August 2008

Edited (and wrote) press releases, opinion editorials and select content on company website in the communications and resource development department.

* **RSCC Wire & Cable LLC.** East Granby, CT

Temporary Executive Assistant. January 25, 2011-August 31, 2011

Handled all travel arrangements for three executives, including the company President, the V.P. of Finance and the former company President. Distribute President’s monthly report and type/issue Internal Memorandums upon request.

* **The Martin-Brower Co, LLC.** Enfield, CT

Temporary Customer Service Representative. July 3, 2010- Dec. 31, 2010

Courtesy called McDonald’s restaurants to remind them to submit their orders. Process orders through automated order entry system (One World) so that products can be distributed and allocated to various McDonald’s restaurants in the Northeast region.

* **Prospect Mortgage,** Bloomfield, CT

Temporary Marketing Representative. Nov 11 2009-March 15, 2010

Maintained accurate and detailed databases with client contact information on a part-time, temporary basis.

668 email addresses were obtained. Called clients with high interest rates offering them the ability to lower these rates by refinancing.

**Professional Development**

* **The Urban League of Greater Hartford**

February 18, 2011 Served as a volunteer and conducted ten (10) mock interviews for teenage girls training to become Medical Assistants.

August 5-9, 2009. Attended the **National Association of Black Journalists** Annual Convention and Career Fair in Tampa, Florida.

* **Independent Tutor, April-October 2010**

Working on a weekly basis one-on-one with a fifth grade student from Poquonock Elementary School, helping him in English composition and grammar; specifically in the areas of: spelling, reading and writing.

**Education**

Syracuse University, Syracuse New York

2005-2009 **B.A. English & Textual Studies**

**Minor: Women’s Studies**

Spring 2009 GPA: 3.8 on a 4.0 scale