

Experience

Development Coordinator, Oregon Museum of Science and Industry, August 2015 - February 2017

- Worked in a support role for the Development department, with responsibilities including: managing donor communication and gift acknowledgement processes; database maintenance and updates including gift entry and report distribution; intern and volunteer coordination; event management and planning; communication design work; and general administrative duties as assigned; promoted from Associate-level

Bartender, StormBreaker Brewing, January 2014 - August 2015

- Worked as a team member responsible for taking food and drink orders; making cocktails; opening and closing the restaurant; managing money, cash-outs, and nightly deposits; and providing excellent customer service

Grants & Development Intern, Oregon Museum of Science and Industry, February 2014 - July 2014

- Worked in Grants and Development departments to research funding opportunities, prospect new donors, maintain and update a funder database, and write and edit grant reports and proposals
- Built and launched a keyword search and RSS workflow designed to collect newly published web content regarding funding opportunities and grant availability

English & Writing Tutor, Skidmore College, Summers 2012 & 2013

- Tutor and co-teacher for the Skidmore College Opportunity Program's Academic Institute
- Lead individual and group sessions aimed at strengthening the writing, reading, editing, and research skills of incoming freshmen enrolled in the month-long program for students from under-resourced backgrounds

Contributing Freelance Writer, various publications, February 2011 - present

- Writer, reporter, and critic for various publications including ESPN.com, *Metroland*, and more
- Responsibilities include: writing, reporting, and interviewing on arts and culture, politics, and the outdoors; producing clean, accurate copy; writing AP Style; fact-checking

Technical Writer, Etransmedia, February 2012 - May 2012

- Wrote and edited technical documents for electronic medical records and database software
- Wrote and edited user manuals for medical software applications
- Documented software development process and software architecture
- Designed software testing protocols and participated in software QA

Editorial Intern, Metroland, Spring 2011

- Wrote stories on local politics and weekly event previews
- Used content management system for web authoring and posting

Education

State University of New York at Cortland

B.A. Professional Writing - English Department, 3.78 in-major G.P.A.

Skills

Experienced in a number of programs and computer languages, including:

- Adobe Creative Suite - Photoshop, Illustrator, InDesign and more
- Database and prospecting applications - The Raiser's Edge, WealthEngine and more
- Various CRM and CMS -- Salesforce, Drupal, Wordpress, GitHub, and more
- HTML, CSS, web design
- Social media and messaging - Twitter, Tumblr, YouTube, Flickr, Skype, and more
- Videography, video editing in Final Cut Pro
- Photography (digital and film), photo editing and archiving applications
- Various audio editing and production programs
- Google Analytics and Site Meter for web traffic monitoring and analytics reporting
- Microsoft Windows, MacOS, and Google operating systems
- Microsoft Office Suite - Word, PowerPoint, Excel
- Google Apps - Gmail, Calendar, Drive/Docs and more
- Research - JSTOR, EBSCO, Google Scholar, various IRS and FEC filings