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**CLERK**

***Monmouth County Tax Board, Freehold, NJ | March – September 2012***

* Administrative tasks including record maintenance, data entry, & document scanning.

**SKILLS & EXPERTISE**

Philadelphia, PA

linkedin.com/in/rachelcasey1

rachelcaseynj@gmail.com

Experienced information professional with a demonstrated history of planning, promoting, and executing educational public programming for diverse audiences.

**INTERN**

***Ground Control Touring, Brooklyn, NY | May - August 2011***

* Provided copy editing and confirmed tour itineraries for artists.
* Generated news content about bands and sent out promotional material.

**SENIOR LIBRARY ASSISTANT (PROGRAMS & PUBLIC RELATIONS)**

***Monmouth County Library, Manalapan, NJ* | *September 2012 – September 2018***

* Plan movie screenings; introduce films and moderate film discussions with patrons.
* Confirm compliance with movie licensing copyright law for film screenings.
* Manage online and printed publicity calendar for 13 library branches.
* Use social media to promote upcoming programs and engage with patrons.
* Assist with distribution of monthly online newsletter and postcard mailers.
* Plan, promote, and present programs including international film series, filmmaker visits, concerts, zine workshops and film festivals.
* Set up and maintain registration forms for events.
* Assist with scheduling rooms for meetings and programs.
* Gather statistics and feedback from attendees to optimize programs.
* Coordinate with art department to develop & distribute marketing material for events.
* Set up of A/V equipment for programs including livestreams and author Skype in.

**ADMINISTRATIVE & COMMMUNICATIONS COORDINATOR**

***Cinema & Television Department, Westphal College of Media Arts & Design  
Drexel University, Philadelphia, PA* | *September 2018 – Present***

* Assist students with registration for courses.
* Pull data reports requests from Hyperion for faculty members.
* Update curriculum changes in Courseleaf
* Design and distribute quarterly department newsletter.
* Create publicity materials and digital assets for department events.
* Communicate with academic offices across the university to confirm student  
  enrollment and academic scheduling.
* Maintain and utilize multiple social media channels for CineTV department.
* Update department website and directory using Sitecore.

Program Coordinating

Community Outreach

Communications Strategy

MS Office Suite & Google Apps

Project Management

Social Media Marketing

Basic XML/HTML/CSS

Customer Service

Public Relations

Adobe Spark

Data Entry

Database Management

**Member**, American Library Association (ALA), September 2019 – Present

**Member**, Pennsylvania Library Association (PaLA), September 2019 - Present

**PROFESSIONAL ASSOCIATIONS**

MSI, Library & Information Science

Drexel University

Philadelphia, PA

2019 - Current 4.0 GPA

BA, Cinema Studies

Binghamton University

Binghamton, NY

2007 - 2011 3.76 GPA

Student Association Programming Board

**EDUCATION**

RACHEL **CASEY**

**EXPERIENCE**

**PROFILE**

