

Laysha Duran

Reporter - Manhattan with a Twist

Bronx, NY 10453

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(347)-213-8421

Work Experience

Reporter

Manhattan with a Twist - New York, NY

June 2014 to Present

Community Coordinator/Office Manager

Mama Tress - New York, NY

January 2017 to February 2019

- Customer Service: Provide customers with assistance, and assist with exchanges
- Community Management: Instagram, Facebook, Youtube and schedule posts. Social Media Analytics for Outre
- Baby Tress: Operations / Inventory Mgmt / Order Fulfillment & Shipping / Website Mgmt / Customer Service
- Office Management: Coordinate cleaners, plumbers, electrician Administrative Tasks: Office inventory, order supplies, snacks, etc. Coordinator birthdays and luncheon

Staff Writer

News Cult - New York, NY

September 2014 to January 2018

Beauty and Fashion

- Write on the latest trends, fashion shows, and fashion news for Style section.

Reporter on all the latest happenings in New York City

Manhattan with a Twist - New York, NY

March 2015 to January 2016

NY, NY

Customer Service Supervisor

- Oversee a team of four Customer Service Reps and ensure that our customers' needs are met.

Receptionist

The Eye Institute and Laser Center - New York, NY

November 2012 to June 2014

Check in patients, phones, remind patients of their appointments, check Insurance, and prep patient charts.

Marketing Public Relations Coordinator/Producer's Assistant

The Eye Institute and Laser Center - New York, NY

November 2012 to August 2013

Editorial Assistant

Americas Society Literature Department - New York, NY

October 2008 to December 2012

- Managing the Department of Literature's Facebook, Twitter page and Youtube
- Contact publishing houses for review copies of books and potential book reviewers for the magazine. Choosing which books are reviewed. Sending faxes/emails or making phone calls to authors, reviewers, publicists
- Helping and organizing Literature panel discussions and book presentations, i.e. book sales, seating guests

A Dozen Perfect Moments

July 2012 to August 2012

August, 2012), The Brightness of Heaven (November, 2012), Living Arrangements (February, 2013) through social media. Helping with Actor contracts.

Student Tutor

Pace University Writing Center - New York, NY

September 2011 to May 2012

Helping students with their essays; i.e. grammar, sentence structure, punctuation and Manage Reception.

Education

Bachelor of Arts in English Language and Literature

Pace University - New York, NY

September 2006 to December 2011

High School Diploma

F.L.A.G.S High School

September 2002 to June 2006