



TECHNICAL SKILLS

Photoshop
Illustrator
InDesign
Dreamweaver

Facebook
Twitter
LinkedIn
Google+/Youtube
Instagram
Hootsuite

Wordpress
HTML
CSS
SEO/Analytics

Constant Contact
MailChimp

GIS
CoStar



EDUCATION

UNIVERSITY OF VIRGINIA

2009-2013

BACHELOR OF
URBAN + ENVIRONMENTAL PLANNING

MINOR:
ARCHITECTURE

CONCENTRATION:
GLOBAL SUSTAINABILITY

ETC.



Fitness
Buddy



Email Editor,
DC Paws Rescue



Podcast
Fiend

SUZANNE MATYAS

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[in](https://www.linkedin.com/in/suzanne-matyas) | bit.ly/1OxhdaM |
[yt](https://www.youtube.com/channel/UC...) | bit.ly/1JRb3Wf |

JAN 16 --

JUL 14

JAN 14

AUG 13

MAY 13

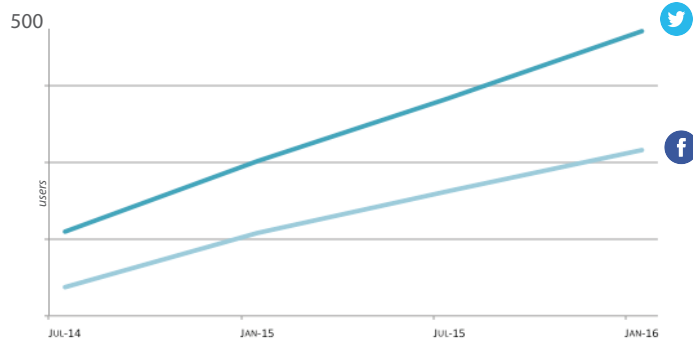
JAN 13

AUG 12

JUN 12

SOUTHEAST FAIRFAX DEVELOPMENT CORPORATION MARKETING + COMMUNICATIONS MANAGER

- Created a social media strategy that has grown the social media presence by roughly 45%
- Lead email-marketing efforts, resulting in a 17% increase in contacts
- Manage the website by updating content, creating new material, and tracking analytics
- Design new outreach/marketing materials, while preserving branding principles
- Assist in preparation, management, and follow-up assessments of hosted events
- Orchestrated the annual Highway Beautification Award competition
- Field inquiries and perform research on development and transportation projects
- Staff monthly Board of Director and volunteer committee meetings
- Promote organization through business networking and at community events



US CLIMATE ACTION NETWORK COMMUNICATIONS + OUTREACH INTERN

- Engaged with 100+ members and affiliates to strengthen and build the Network
- Maintained the website by creating new material and managing the Resource Database
- Administered over the social media; assisted with qualifying for a Verified Twitter account
- Created outreach materials and assisted with marketing campaigns
- Aided with administrative tasks

RIVANNA CONSERVATION SOCIETY INTERN

- Developed outreach publications and helped prepare grant proposals
- Planned and represented RCS in river restorations, volunteer and community events
- Participated as a water- quality and benthic macro invertebrate (water bug) stream monitor

NATIONAL ENVIRONMENTAL EDUCATION FOUNDATION ENVIRONMENTAL EDUCATION INTERN

- Created multimedia promotional materials for the educational and science programs
- Researched, catalogued, and summarized trending environmental education news
- Assisted in growing a student grant program by showcasing the winning projects
- Maintained the teacher and student program websites and social media pages