

ZAZNI VLIJTER

400 15th Street S, 1010 • Arlington, VA. 22202 • 646-469-4755 • zaznivlijter@gmail.com • [LinkedIn](#)

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY

Washington, DC

Bachelor of Arts in English & Criminal Justice

Minor in Journalism & Mass Communications

May 2023

GPA: 3.66 ; Deans List, Presidential Scholarship recipient

Special Music School High School

New York, New York, U.S

High School Diploma

September 2015– August 2019

WORK EXPERIENCE

Narrative Strategies

Washington, D.C.

Strategic Communications Intern

January 2022 – Present

- Drafted press releases, press briefs, memos, research, graphic designs, and presentation for publishing with high level of client satisfaction
- Consistently executed projects on time with extensive quality and care
- Executed high levels of professionalism in quality of writing and editing
- Supported teams and clients by meeting quick deadlines and working in a high speed work environment
- Attended multiple client roundtables and hearings to draft memos for clients and firm

The Know

Washington, D.C.

Content Writer Intern

May 2021 – November 2021

- Analyzed, organized, and categorized policy stances for political candidates through efficient excel sheet to be published on the website
- Executed content writing for the website including breaking down policy stances and editing co-workers writing.
- Worked with Chief Executive Officer to brainstorm expansion of audience and reach of The Know to different social media platforms.
- Used excel to organize data and writing

Alpha Pi Chapter of Alpha Delta Pi

Washington, D.C

Executive Vice President

November 2020 – November 2021

- Organized member information and communications
- Managing and streamlined communication between a forty-person officer structure
- Consolidated evidence for and wrote the Fraternity and Sorority Life Greek Excellence Awards packet
- Led weekly executive officer meetings

The Elliot School of International Affairs, Graduate Admissions Office

Washington, D.C

Student Administration Assistant

September 2019 – May 2020

- Filed and organized applications and transcripts
- Used Salesforce to reach potential applicants and organize applicant's profiles
- Facilitated administrative needs including copying, mail sorting, answering phone calls, and customer service
- Attended information events to reach potential applicants

Valentina Kozlova Dance Conservatory of New York

New York, New York

Public Relations Intern

September 2017– December 2017

- Used various media platforms including Canva, Adobe, and Google Workspace

- Facilitated the companies social media platforms including facebook, instagram, and twitter.
- Categorized applications, visa's, and videos for the Valentina Kozlova International Ballet Competition

SKILLS/ACTIVITIES

Technical: Proficient in Adobe platforms, Canva, Microsoft Office, Google Workspace, Salesforce, Instagram, Facebook, Meltwater, BGov, Digimind, Brandwatch, and Twitter.

Interests:

Strategic Communications, Content writer, GW Local, Washington, D.C, Present

Recruitment Analyst, Alpha Pi chapter of Alpha Delta Pi, Washington, D.C, Present