

Elyssa Duncan

Communication Professional

San Diego, CA ♦ 781-258-6690 ♦ elyssa.duncan0@gmail.com

Education

Suffolk University Boston, MA
B.A. Communication | Minor: Psychology
Honors Program. Magna Cum Laude

Key Skills

Blogging	◆◆◆◆◇
Brand Communications	◆◆◆◆◇
Copywriting	◆◆◆◆◆
Event Planning & Execution	◆◆◆◆◇
Media Relations	◆◆◆◆◇
Press Release Writing	◆◆◆◆◆
Social Media Management	◆◆◆◆◇
Website Copy Creation	◆◆◆◆◇

Software

Adobe Illustrator	◆◆◆◆◇
Adobe InDesign	◆◆◆◆◇
Adobe Photoshop	◆◆◆◆◇
Asana	◆◆◆◆◇
Cision	◆◆◆◆◇
Eventbrite	◆◆◆◆◇
Hubspot	◆◆◆◆◇
Jira	◆◆◆◆◆
Microsoft Office	◆◆◆◆◆
Wordpress	◆◆◆◆◇

Experience

NAHREP / PR & Communications Coordinator

DEC. 2017 - MARCH 2018 ♦ San Diego, CA

- Established effective social media strategies and managed all social media accounts
- Drafted and edited press releases, op-eds, eNewsletter, white papers, and other publications
- Cultivated and maintained relationships internally and externally to foster partnerships and co-promotional opportunities
- Managed all speaker logistics, coordination, and scheduling for national events

Jobcase / Copywriter

MAY 2017 - DEC. 2017 ♦ Cambridge, MA

- Created and published original content for marketing solutions and creative services teams
- Crafted ad copy to highlight key services and credentials
- Monitored progress of assigned projects through each phase of development and execution
- Collaborated with partners such as Amazon, Lyft, and Uber to create a content strategy plan to coordinate promotions properly

iCorps Technologies / Social Media & Communications Intern

DEC. 2015 - MAY 2017 ♦ Charlestown, MA

- Generated and maintained content for social media accounts, resulting in a 182% increase in overall engagement for FY2016
- Created media materials and pitched stories for award announcements and events
- Independently produced the company's first media kit

MediaMate / Marketing Intern

JAN. 2015 - JULY 2015 ♦ Andover, MA

- Contributed to email marketing initiatives which increased customer engagement by 53%
- Performed client audits and researched leads to maintain and update internal CRM system
- Worked to foster relationships with media partners to help the collaboration between external advertisers and clients