

SUMMARY

I'm a passionate communications professional with experience specializing in content management, digital communications, and event management. I pride myself on being a highly adaptable and compassionate individual with strong organizational skills and an innate ability to connect with others. I enjoy working collaboratively with a team to tackle challenges and reach sustainable solutions.

WORK HISTORY

Community Specialist ■ Jobcase Sept. 2019 - PRESENT
Cambridge, MA

Digital Communications Manager ■ YouthBuild USA Aug. 2018 - Sept. 2019
Somerville, MA

- Provided individualized support to 262 programs across the country with curriculum building, event support + recruitment
- Wrote and edited internal communications to the domestic + international teams of YouthBuild USA
- Managed the day-to-day digital communication efforts including social media, website content + donor outreach

PR + Communications Coordinator ■ NAHREP Dec. 2017 - July 2018
San Diego, CA

- Drafted and edited press releases, op-eds, newsletters and white papers
- Cultivated external relationships to foster partnerships and co-promotional opportunities
- Managed all speaker logistics and scheduling for national events

Copywriter ■ Jobcase May 2017 - Dec. 2017
Cambridge, MA

- Created original content for marketing solutions + creative services teams to develop result-driven campaigns
- Collaborated with designers and product managers to implement A/B testing to improve strategy plans and content
- Crafted copy for B2B/B2C email campaigns + paid social media to drive brand awareness and support acquisition

OTHER EXPERIENCE

Team Leader / Family Involvement Coordinator ■ Jumpstart Sept. 2013 - June 2016
Lowell, MA + Boston, MA

- Provided positive adult-child relationships to prepare children in low-income areas for school success
- Coached 7 team members to develop and execute developmentally appropriate educational activities
- Led twice weekly in-classroom activities to promote children's language, literacy, and social-emotional development

Inpatient Volunteer ■ Boston Children's Hospital June 2013 - Aug. 2015
Boston, MA + Lexington, MA

- Connected with patients and families to provide emotional support and individualized care
- Collaborated with fellow volunteers to plan and execute events
- Assisted in administrative tasks such as faxing, filing records, scheduling appointments and answering phone calls

EDUCATION

B.A Communications + B.S Psychology ■ Suffolk University
Boston, MA

- Honors and Activities: Dean's List, "Home Away from Home" Board Member, Magna Cum Laude