

EDUCATION

State University of New York at Oswego

- Master of Arts in Strategic Communication
- Integrated and social media Advanced Certificate

State University of New York at Fredonia

Dual Degrees Completed December 2020

- Bachelor of Science in Communication Studies,

minor in Psychology.

- Bachelor of Arts in Music Performance:

Trumpet

SKILLS

Technical Skills: Microsoft Office, Google Suite, WordPress, Qualtrics, NEON CRM, Asana

Public Relations & Writing: Press releases, media alerts, social media content, web content development.

Event Planning & Coordination: Organizing, managing, and executing events; vendor and volunteer coordination.

Nonprofit & Strategic Communications: Fundraising, stakeholder engagement, nonprofit marketing.

Teaching & Mentorship: Curriculum design, academic instruction, student assessment.

Project & Operations Management: Budgeting, office operations, CRM/database management.

Customer Service: Guest interaction, problem-solving, and conflict resolution.

Leadership & Collaboration: Team leadership, cross-functional collaboration, time management.

Personal Assistance: Providing administrative support and assistance in personal management.

EXPERIENCE

Operations and Communications Manager, Vermont Jazz Center, August 2024 – Current

Duties for this position include communications, event planning, office management, financial transactions, and coordination of faculty and volunteers. I work in a small office setting with frequent interaction with VJC's Executive Director and bookkeeper as well as faculty, guests artist, donors, tech crew, archivist, and members of the public. Computer skills for CRM, Microsoft, video editing, website development, and other programs are necessary as well as extensive knowledge of social media for online growth. Visit <https://vtjazz.org/>

Editor Assistant, De Gruyter Publishing, July 2023 – Current

Responsible for ensuring the smooth flow of editorial processes, I honed my skills in proofreading, editing, and crafting engaging content on the website. From collaborating with writers to maintaining adherence to style guides, my role focused on elevating the quality and clarity of written materials while focusing on elements of web content creation and publication support for the editors. This required skills such as proficiency with IT packages such as Google Suites, Microsoft Office, Qualtrics, and WordPress, as well as organization, proofreading, written communication, and diligence. Visit <https://critical-data-handbook.info/editors-team/>

Adjunct Professor, SUNY Oswego, August 2022 – Current

I teach PRL313: PR Writing and Mass Media where I encourage student's creative mind critical thinking skills to develop many PR elements like Press Releases, Brochures, Media Alerts, etc. I also taught two in person introductory to public relations courses, PRL215: Survey of Public Relations where I prepared and informed students of modern PR techniques. I teach, prepare, develop, and grade coursework, facilitate surveys, and manage student performance per departmental guidelines.

Cast Member, Disney World Orlando, August 2023 – August 2024

I participated as a Cast Member at Disney World, Orlando for the Fall 2023 term of the Disney College Program. I continuously enhanced my communication skills during this program through guest interactions and crowd management. Specifically, Disney requires rigorous customer service training to ensure guests feel the ~magic~ of the brand to provide a fully immersive experience. This required skills such as problem solving, patience, active listening, adaptability, and a cheerful outlook.

Graduate Assistant, SUNY Oswego, August 2021 – May 2023

I was tasked with teaching sections of COMM211 Strategic Communication in Business, assignment/quiz facilitation, grading, editing podcasts, email/phone meeting facilitation, and overall student success planning. In the two years, I helped develop an open resource textbook, titled Business Communication for Managers, and a contributing workbook for students to cut costs on their overall tuition and created a podcast resource for graduate student access.

Strategic Communications Intern, Chautauqua Women's Club June 2022 – August 2022

This nonprofit communications job required areas of marketing, development, and succession planning in executing a successful 9-week season at Chautauqua Institution. I worked alongside the marketing committee in enhancing the CWC's social media presence and collected data for future stakeholder relations. In addition, I collaborated with committee chairs to document the best practices for nonprofit succession planning.

Event & Fundraising Coordinator; House Associate Chautauqua Women's Club, June 2018- August 2021

This position required many areas of event and fundraising planning such as inventory organization, employee coordination, scheduling, training, and minor execution of volunteer coordination. This included successfully coordinating and managing a wide variety of events for high profile speakers through social media marketing, internal strategy, and keeping up to date records for the venues and vendors.

<p><u>GENERAL EMPLOYMENT</u> Substitute Teacher, Jordan Elbridge CSD, Sep 2021 – May 2022; Binghamton CSD, Jan 2022 – May 2022 Personal Assistant, Molly Brown, January 2020 - Current</p>	<p><u>LICENSES & CERTIFICATES</u> Project Management Foundations, LinkedIn Learning, Issued Feb 2022 Developing Visual Campaigns, LinkedIn Learning, Issued Feb 2022 Business Analysis Foundations: Strategy Analysis, LinkedIn Learning, Issued Apr 2022</p>	<p><u>AWARDS</u> Outstanding Graduate Student Award, SUNY Oswego, Fall 2022 Dean's Writing Award, SUNY Oswego, Spring 2023</p>
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