

Executive Summary

- Marketing communications writer with four years of experience in nonprofits and higher education
- Editorial specialist with nearly 10 years of journalism experience
- Storyteller with an MFA in creative and professional writing
- Experienced in event planning, corporate communication, and project management

Experience**College of Mount Saint Vincent, Bronx, NY**

2016-Present

Associate Director for College Relations

- Produce compelling stories and marketing materials across print and digital platforms
- Offer reporters access to the College's many subject-area experts
- Develop relationships among all of the College's constituencies to stay abreast of story opportunities
- Write op-eds, news releases, statements, and citations on behalf of president highlighting the College's position as one of New York's most socioeconomically and racially diverse institutions
- Assist in event planning, including commencement exercises, annual Scholarship Tribute Dinner, and alumni-driven Reunion Weekend

The Jewish Theological Seminary, New York, NY

2014–2016

Writer/Editor

- Wrote, edited, and proofread communication materials for the institution, including brochures, newsletters advertisements, articles, essays, press releases, webpages, event invitations, and programs
- Project managed an average of 40 projects across the institution, from editing and design to production
- Reviewed materials to ensure branding and overall presentation was consistent with institutional style
- Assisted in management of freelance writers

Montefiore Medical Center, Bronx, NY

2013–2014

Assistant Communications Manager

- Copyedited external/internal announcements, brochures, and advertisements
- Wrote, edited, and produced biweekly internal newsletter *Update*
- Contributed to social media platforms including internal social media platform Yammer
- Assisted in coordinating communication campaigns for organization-wide initiatives including the flu vaccine and the transition to using ICD-10 code sets

Writer/Editor, Bronx, NY

2003–Present

- Copyedited marketing collateral for Tiffany & Co.
- Created digital content for airline Southern Air, Inc. and IT firm Nutmeg Consulting, LLC
- Served as associate editor of regional magazine division of Hearst, managing the editorial content of six monthly lifestyle publications including Connecticut and New York State editions of *Life@Home* and *HealthyLife*
- Wrote features for national publications *Antique Trader* and music collector magazine *Goldmine*
- Served as education reporter for Connecticut weekly *The Newtown Bee*; former editor of *Easton Courier*

Volunteer, New York, NY

2015-Present

- Lead writing groups for clients of The Bridge, a New York City mental health agency
- Fundraised and participated in NAMI-NYC Metro's 2017 NAMIWalks
- Developed advocacy pieces on homelessness for Lantern Community Services
- Edited recovery stories for MHA of Westchester

Software Proficiency

Microsoft Suite, WordPress, Basic HTML

Education**MFA in Creative and Professional Writing**

2013

Western Connecticut State University, Danbury, CT

BA in Communication

2003

Central Connecticut State University, New Britain, CT

Cum Laude