

## Skills

Event planning, project management, scheduling and calendaring, expense reporting, typing (80 WPM), transcription, international travel booking, teaching and training, e-commerce, conversational Portuguese, elementary French and Japanese, writing, and copyediting.

Audio production and editing (ProTools), video production and editing (Adobe Premiere Pro), graphic design (Photoshop), social media development (Twitter, Facebook, LinkedIn, Google+, YouTube), web design and editing (HTML, Drupal), customer relationship database management (CiviCRM, SalesforceIQ, Close.io, Mail Chimp), and web analytics (Google Analytics).

Additional software: Raiser's Edge, Concur, and Microsoft Office Suite (Word, Excel, Outlook, Entourage, PowerPoint).

## Experience

### **Social Media Assistant / Music Producer – Freelance**, 12/2015 – present

- Executes social media growth campaigns
- Composes and produces pop/rock music for various artists

### **Virtual Assistant – Worldwide101**, 10/2014 – 11/2015

- Acted remotely as assistant to entrepreneurs
- Managed e-commerce businesses and social media campaigns
- Helped to write and edit articles that appeared in *Forbes*, *The Huffington Post*

### **Web Assistant – Brennan Center for Justice (NYC)**, 10/2012 - 10/2014

- Worked with web editor to update website of a high-profile public policy and law institute
- Produced original content (viral images, videos, custom maps, website copy, and podcasts)
- Created analytics reports on website and social media traffic
- Maintained organization's contact database
- Trained staff members on website editing, podcast production, graphic design, and video editing

### **Executive Assistant – Professionals for Nonprofits / Atrium Staffing (NYC)**, 4/2007 - 1/2013

- Assisted executives in financial, legal, creative, and nonprofit roles on short- and long-term assignments
- Acted as office manager, event coordinator, and trainer

### **Special Assistant to the President – Brennan Center for Justice (NYC)**, 7/2011 - 8/2011

- Provided administrative support to the president of a high-profile public policy and law institute
- Served as interim assistant during search
- Acted as liaison between the president and program directors
- Participated in development staff meetings and scheduled meetings with major donors

### **Assistant to Managing Director – Credit Suisse (NYC)**, 2004 - 2007

- Supported the managing director of alternative investments and his eight-person team
- Answered multi-line telephones, organized schedules, processed expenses, and booked international travel

## Formal Education

### **State University of New York – Empire State College**, 2012 – 2016

Liberal Arts

### **City University of New York**, 2010 - 2011

Communications & Culture; Dean's List

### **Owens Community College**, 1999 - 2002

Liberal Arts Concentration; Student Government Vice-President