

## SKILLS

Web content	Expression Engine	Custom Content Management Systems		
Blog management	WordPress			
Email campaigns	Blue State Digital	MailChimp	Constant Contact	
Social Media	Twitter Facebook	YouTube	Pinterest	Flickr
Google Analytics	Search Engine Optimization		Google Apps	
HTML/CSS	Photo editing	Video editing		
Mac OS X	Windows	Microsoft Office		
Databases	QuickBooks	ADP Payroll	Personify (AMS)	
Event planning	Meetings logistics	Financial & HR processes		

## EXPERIENCE

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### **Mathematical Association of America, Professional educational membership association, DC**

#### **Consultant; Program Assistant, Jan. 2011 - Apr. 2012**

- Updated web content for student programs and programs department
- Created emails and maintained email lists for departmental liaisons and interest groups
- Managed logistics and grants for 500 person student poster session and other national meeting sessions
- Collected and cleaned survey data for national, grant-funded college calculus study

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### **America's Voice, Political communications for comprehensive immigration reform, DC**

#### **New Media Intern, Sep. 2010 - Dec. 2010**

- Created and updated blog, website, photo/video, and social media content in rapid-response environment
- Researched political candidates, issues, and news
- Compiled and analyzed online communication metrics

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### **Community IT Innovators, Small business, technology consulting for nonprofits, DC**

#### **Marketing Associate, Jan. 2009 - Mar. 2010**

- Managed content for company website, blog, and email
- Developed social media plan; Established organizational Twitter presence
- Monitored brand and community via Google Alerts, RSS feeds, and social media
- Implemented Search Engine Optimization (SEO) improvements and website analytics reports
- Edited marketing materials and online listings; Managed and promoted events
- Developed strategic marketing objectives; Conducted client surveys

#### **Administrative Services Supervisor; Administrative/Accounting Clerk, Feb. 2007 - Dec. 2008**

- Created office sustainability metrics, tracking and improving triple-bottom line performance
- Managed client billing & accounts receivable, reducing AR aging while maintaining good client relationships
- Supervised office administrator & office management; Coordinated meeting logistics; Supported executive team
- Implemented and supported a specialty database for IT services management (ConnectWise), including business process analysis, data migration, customization, security, testing, documentation, and training

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### **Working America, Grassroots community affiliate of the AFL-CIO, National Office, DC; Field Office, Falls Church, VA**

#### **Accounting Assistant; Office Manager, Mar. 2005 - Dec. 2006**

- Managed administrative functions for a campaign field office, meeting and exceeding hiring, membership, and voter mobilization goals, supporting a victory for the organization's endorsed candidate
- Provided on-site support for 5-week, large-scale Get Out the Vote project in Portland, OR
- Trained new office managers on organizational procedures, wrote training manual
- Processed donations, donor records, and contributor thank-you letters; HR paperwork and payroll
- Compiled weekly goal-tracking reports; Formatted and updated data spreadsheets
- Recruited and screened campaign staff; Supported field directors with staff scheduling

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### **Strategic Consulting Group: Florida Consumer Action Network Foundation, Jacksonville, FL**

#### **Field Coordinator, Aug. 2004 - Nov. 2004**

- Managed 40 volunteers and Get Out The Vote operations for 8 low-turnout precincts
- Organized volunteer-based voter registration/mobilization canvasses and phone banks

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### **Sierra Club, DC Chapter, Executive Committee Member (volunteer), Feb. 2007 - Jul. 2009**

- Served on nine-person leadership committee supporting local sustainability policies and events
- Voted on issue positions and candidate endorsements; Wrote and edited newsletter articles and images
- Conducted direct mail fundraising, media outreach, and local on-the-ground issue advocacy

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## **EDUCATION** *University of Georgia, Athens, GA, Bachelor of Arts, Political Science, 2005*