Education **American University** May 2014

 B.A., Political Science, School of Public Affairs Washington D.C.

Undergraduate Certificate, Women, Policy & Political Leadership, School of Public Affairs

 B.A., Public Communication, School of Communication

Professional **Director of Communications & Marketing** June 2011-Present

Experience American University Student Government

  Developing a unified communications strategy for all Student Government departments and implementing said strategy

  Continuing relations with AU media, implementing a public relations policy, utilizing social media, organizing viral communications, and developing and implementing specific marketing campaigns

  Charged with maintaining, developing, and overseeing the come resources of the Student Government

**Teaching Assistant** January 2011- Present

American University- School of Communication & School of Public Affairs

 Provide outside material (resources, current events, videos, etc.) for the extension of course material

 Serve as a bridge of communication between students and the professor

 Responsible for maintaining a Facebook page meant to create class discussion

 **New Media Intern** August 2011-Present

 EMILYs List

 Developing Assists with daily administrative tasks and provides event-related support

 Maintaining a daily report of the Blogosphere and Twitter

 Website Management

 Writing Blogs Entries

**Orientation Leader** June 2011- August 2011

American University- New Student Programs

 Aided new students in the process of transitioning to college life

 Oversaw diversity, academic, health, and various other seminars

 Worked independently and in groups to ensure the success of Orientation programming

 Responsible for communicating with individuals from different geographic areas, religious, and ethnic backgrounds, and interests

 **Press Office & Constituency Services Intern** January-June 2010

Office of North Carolina Governor Bev Perdue

 Wrote correspondence letters to constituents

 Crafted press releases regarding new gubernatorial legislation and events

 Constructed press release for inner-office circulation

 Assisted with coordination of Gubernatorial events

Skills

  Ability to work with large groups of diverse people for an extended period of time

  Proficient in Microsoft Office, Outlook, and Adobe Photoshop

  Proficient in social media (Facebook, Twitter, Google+)

  Safe Space Certified

Awards  Dean’s List- Fall 2010, Spring 2011, Fall 2011

  North Carolina Academic Scholar

  College Board Advanced Placement State Scholar

  NC Legislator’s School for Youth Leadership and Development