

EDUCATION

Fordham University	<i>Bronx, NY</i>	CIEE Barcelona Study Center	<i>Barcelona, Spain</i>
<i>Degrees</i>	Master of Arts, May 2010; Bachelor of Arts, May 2009	<i>Program</i>	Architecture and Design, January – April 2008
<i>Majors</i>	Public Communication; Journalism and Graphic Design	<i>Institutions</i>	ELISAVA Escola Superior de Disseny; Universitat Pompeu Fabra

SKILLS

<i>Languages</i>	English and conversational Spanish
<i>Software</i>	MS Office Suite; Final Cut Pro; Pro Tools; Adobe CC Photoshop, InDesign, and Illustrator; SalesForce; WordPress
<i>Additional Skills</i>	Photography, writing, videography, basic HTML, social networking through Facebook, Twitter, Instagram, YouTube

EMPLOYMENT HISTORY

<i>01.20 – Present</i>	Fundraising & Data Specialist	<i>Keep Growing Detroit, Detroit, MI</i>
	<ul style="list-style-type: none"> Analyze and assist in all data reporting through monthly statistics that reflect key aspects of the organization Facilitate fundraising efforts through prospect research, donation processing, and creation and oversight of spring appeal 	
<i>05.17 – 01.20</i>	Community Coordinator	<i>Mercy Volunteer Corps, Global</i>
	<ul style="list-style-type: none"> Execute innovative, personalized recruitment strategies through data analytics, live webinars, and personnel coordination Management of three volunteer communities through annual site visits, support of local support team, implementation of quarterly program events, and oversight of the orientation and progress of the volunteer community throughout their year 	
<i>03.16 – 05.17</i>	Director	<i>Capuchin Franciscan Volunteer Corps Midwest, Detroit, MI</i>
	<ul style="list-style-type: none"> Managed, recruited, interviewed, provided comprehensive support, and workshops to potential candidates and individuals volunteering for a full-time, yearlong, service commitment for placements in Detroit, Milwaukee, and Ashland, MT Maintain oversight of annual budget by tracking financial program expenses while fundraising through yearly appeals Provide weekly content and management for program’s website, email marketing, and social media avenues 	
<i>08.15 – 03.16</i>	Marketing & Communications Associate	<i>Michigan Community Resources, Detroit, MI</i>
	<ul style="list-style-type: none"> Created and distributed a complete design rebrand of print and digital materials to promote all of the organization’s programs, projects, and initiatives for annual events, clients, funders, and community partners Maintained daily social media outlets, website, press releases, and email marketing efforts 	
<i>10.12 – 08.15</i>	Communications Specialist	<i>Henry Ford Health System, Detroit, MI</i>
	<ul style="list-style-type: none"> Designed and implemented innovative, public health digital and print marketing products to effectively communicate to program participants, community partners, professionals, and funders Lead coordination of major community events to recruit program participants and engage local partnerships Produced video assets that illustrate the nature of the program to inspire program outreach and add to funding reports Daily maintenance of program’s website, email marketing, and all social media outlets 	
<i>01.12 – 10.12</i>	Resident Services Assistant	<i>Sisters of Mercy, McAuley Center, Farmington Hills, MI</i>
	<ul style="list-style-type: none"> Coordinated all daily scheduling for transportation of residents to various appointments off-site between 2-3 drivers Work in collaboration with residents to create representations of their life’s story through text, photos, and video 	
<i>10.11 – 01.12</i>	Assistant Editor	<i>Our Life in the D, Voices for Michigan’s Children, Detroit, MI</i>
	<ul style="list-style-type: none"> Taught journalism to youth in all 6 Skillman Good Neighborhoods, content based on events and issues that impact their areas 	
<i>07.11 – 01.12</i>	Media Consultant	<i>Student Mentor Partners, St. Clair Shores, MI</i>
	<ul style="list-style-type: none"> Marketing of all events and enrollment efforts through the creation of all graphic elements, press releases, online advertising, social media, video production for grant proposal, and outreach to donors, Board members, and participants 	
<i>07.10 – 07.11</i>	Media / Marketing Coordinator – Mercy Volunteer Corps, AmeriCorps	<i>Matrix Theatre Company, Detroit, MI</i>
	<ul style="list-style-type: none"> Mass production of all digital and print materials of original design for the Company, educational programs, theatre/puppetry shows, and grant proposals, including the annual appeal brochures, newsletter, and advertisements Daily management of the website and social networks to connect with the growing number of participants 	
<i>10.09 – 06.10</i>	Morning Show Producer / Supervisor	<i>WFUV Radio Station, Bronx, NY</i>
	<ul style="list-style-type: none"> Produced and edited a weekly album review for on-air broadcast and podcast utilizing a professional audio editing program Tracked and communicated fundraising goals to on-air DJs during bi-annual fund drives Management, hiring, and training of production assistants who contribute to the daily workings of the radio show Interacted with listeners through a live daily morning segment through personal email correspondence and blog postings 	

VOLUNTEER ACTIVITIES

<i>09.10 – Present</i>	Official Photographer/Promotional Design	<i>St. Frances Cabrini Clinic, Detroit, MI</i>
	<ul style="list-style-type: none"> Provide and create promotional print and digital materials for fundraising purposes 	
<i>10.14 – 2016</i>	Classroom Assistant	<i>Cooking Matters, Detroit, MI</i>
	<ul style="list-style-type: none"> Assist professional chefs and dietitians to conduct cooking classes centered around low cost, healthy eating for families 	