

# skills

- Google Suite
- Microsoft Office
- Adobe Creative Suite
- WordPress
- Mailchimp
- SEO Analytics
- Canva
- Social Media

# education

#### Syracuse University

Magna Cum Laude GPA 3.70

B.A. Magazine Journalism S.I. Newhouse School of Public Communications

B.A. Citizenship and Civic Engagement Maxwell School of Citizenship & Public Affairs

Minor in Business Martin J. Whitman School of Business

## awards

### Henry J. Leader Memorial Prize in Editing S.I. Newhouse School of

Public Communications Mark of Excellence Award Finalist for Best Student Run Magazine Editor in Chief of *Baked* Magazine at Syracuse

## experience

#### Novitá Communications

Junior Account Executive

- Manage media relations for clients (with art, design, literary, and lifestyle focus) by curating media lists, networking with editors, and researching editorial opportunities (print, digital, podcasts, awards, and events)
- Report clips and analyze media reach through circulation and distribution
- Write, edit, and design pitches, press releases, media blasts, agency wide newsletters, social media posts, and event invitations for clients
- Organize calendars by scheduling client meetings and creating agendas
- Advise media buying and negotiating contracts on behalf of clients

### New Jersey Digest Magazine

**Contributing Writer** 

*Mav 2021—December 2022* 

- Pitched, wrote, and edited articles in AP Style with close attention to detail about culture, art, lifestyle, travel, food, interior design, and regional news
- Utilized high performance SEO keywords, conducted in depth background research, and interviewed sources in a fast-paced newsroom

#### **Open Road Integrated Media** Managing Editorial Assistant

New York, NY February 2022—May 2022

- Provided administrative and editorial support to editorial/publishing teams
- Monitored production, edited manuscripts, and maintained author files
- Wrote copy for title sheets, flap copy, selling copy, and catalog metadata to optimize SEO performance on retail and search platforms

### Syracuse University

Syracuse, NY

Marketing & Communications Coordinator August 2021—May 2022

- Wrote and designed graphics for newsletters and social media accounts
- · Networked and coordinated alumni events with current students and staff
- Conducted interviews with students and alumni for marketing material

## volunteer

Day One NYNew York, NYCommunications & Social Media InternAugust 2021—May 2022

Refugee & Immigrant Self Empowerment (RISE)Syracuse, NYCommunity Engagement Intern & TutorFebruary 2020—April 2020

### contact

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#### New York, NY September 2022—Present

Hoboken, NJ