

ABOUT ME

I currently serve as a Development Coordinator at a nonprofit organization. I also operate as a freelance video editor, with five years of experience. I engage in conceptualization and collaborative efforts with directors to craft both written and virtual content. Additionally, my skill set encompasses social media management, website oversight, project coordination, grant writing, and database administration.

Program Skills

- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Illustrator
- Adobe Audition
- WordPress
- Microsoft Office
- Canva
- Constant Contact
- Raiser's Edge
- Hootsuite
- BiddingForGood
- Asana

Core Skills

- Adaptability
- Empathy
- Patience
- Goal-oriented
- Interpersonal skills
- Collaborative
- Problem-solving
- Time management
- E-Commerce
- Database Administration
- Grant Writing
- Front End Coding (HTML/CSS5)

WORK EXPERIENCE

Development Coordinator, LearningSpring School

July 2021 - Present

- Spearheaded events with fundraising goals exceeding \$450K by employing relationship management of stakeholders and strategic media campaigns.
- Established and maintained communication with vendors to facilitate orders, manage payments, and nurture vendor relationships in alignment with departmental requirements.
- Co-created written and virtual content in alignment with organizational goals, working closely with directors and stakeholders.
- Led website administration and project coordination efforts, ensuring seamless execution of initiatives.
- Produced promotional videos for social media and email campaigns to promote community engagement.
- Designed multimedia assets and graphics for community outreach initiatives, bolstering organizational presence.
- Directed and mentored interns and effectively delegated tasks to interns according to needs of the Department.
- Updated a donor database using a software program for fundraising and relationship management (Raiser's Edge).
- Managed database integrity projects that involved reconciling financial information of donors to correcting contact information for email/mail lists.
- Facilitated communication with corporate entities, stakeholders, and donors to validate contributions and maintain donor relations through acknowledgement letters, thank you gifts, and active engagement.

Freelance Video Editor, Cieri Media International Corporation

May 2022 - November 2022

- Refined and edited footage to align with project concepts and objectives.
- Delivered visionary and creative leadership in the designing of various graphics to boost YouTube/Social Media engagement.
- Fostered regular communication with client on a monthly basis, engaging in detailed discussions to ensure project alignment and client satisfaction.

Production Intern, CUNY TV

February 2019 - May 2019

- Participated in meetings to propose story concepts for segments.
- Transcribed and logged b-roll footage and interviews.
- Covered events through filming and provided support to fellow videographers during setup.
- Liaised with prospective guests for CUNY TV programs.
- Assisted in scripting prompts for guests during their show segments.

EDUCATION

Bachelor of Arts Journalism

CUNY Hunter College
August 2015- May 2019

WORKS

- Collaborated on an ad featured in New York Family's Annual Guide:
<https://www.newyorkfamily.com/361892-2/Pages/26-27>
- Produced an Orientation video for LearningSpring School:
<https://vimeo.com/743541827/acec3e9703>

REFERENCES

Available on request
