

EXPERIENCE

01. Guild

Project Manager

2014 - CURRENT

Liaison with clients to produce experiential campaigns and events. Expert at building budgets and proposals as well as soliciting work quotes. Experience managing staff and vendors on and off site. Knowledge of design, fabrication, build and technical production.

02. A Living Feast

Freelance Writer/Designer

2007 - CURRENT

Work both individually and with a team and, or client on projects ranging from ad, newspaper and magazine design to writing and editing in the form of journalism as well as copywriting for advertising and SEO.

03. Ocean Reef Club

Communications Coordinator and Photographer

2013 - 2014

Coordinate the development, design, approval, production and distribution of marketing materials. Champion the company brand identity across all developed materials. Manage the club website, calendar and app.

As photographer, document community events including street festivals/fairs, lectures, live shows, sports tournaments, cooking classes and more. Work with restaurants on property in photographing new cuisine and catered parties.

04. WVFS V89.7^{FM}**Public Relations and News**

2011 - 2012

Establish print/online media department in charge of flyer design and other promotional material. Organize fund raisers and plan events within the community to build resources and support. Write and deliver on air updates about local and national stories.

SKILLS

MY EXPERTISE INCLUDES
WRITING, EDITING,
DESIGN FOR WEB AND PRINT,
EVENT PRODUCTION,
MARKETING, SOCIAL MEDIA
AND PHOTOGRAPHY

Professional, adaptable, detail-oriented and deadline driven. My mantra can be summed up in four words: Eat. Drink. Write. Shoot. I believe good work, like food should provide nourishment. Let me use my appetite for creation to fuel your passion.

SOFTWARE

Proficient in **Mac** and **Windows** environments.

Adobe Photoshop, InDesign, Illustrator, Dreamweaver.

Microsoft Word, Excel, Powerpoint,

Basic **HTML/CSS**.

EDUCATION

Editing, Writing & Media

Florida State University

Bachelor of Arts in English

Minor: Communications

December 2012