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**CORE STRENGTHS**

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- Style focused technophile always on the lookout for the next social software application.
- Thoughtful steward of client data committed to using that information to shape products and services.
- Detail-minded planner with professional organizing background adept at translating business needs into actionable tasks.

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**EXPERIENCE**

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**Dean****Mar '10 - present***The Awesome Foundation**Boston, MA*

- Events and process organizer for founding chapter of international micro-philanthropy juggernaut with 20+ outposts and counting. Manage applications, run deliberations, administer grants, promote fellows via online media and monthly events.
- Curation: Social media account 'owner' for main organization and Boston chapter. Monitor all activity for cross-promotional opportunities. Mentor new chapters. Administrator for multiple internal communication platforms.

**Copywriter / Web Communications Consultant****Jan '09 - present***Interblogative**Boston, MA*

- Oversee marketing communications to ensure continuity of message copy, structure, and visual elements.
- Writer with experience using software solutions to produce and distribute content. (WordPress, MailChimp, WebEx, etc.)
- Content production: web copy, blogs, SEO, events, email campaigns, webinars, Twitter, social media, and print collateral.
- Content curation: constantly seek fresh ways to repurpose information for broader and/or more targeted audience appeal.

**Interim Marketing Communications Manager****Sep '08 - Dec '08***Northeastern University, Graduate School Of Business Administration**Boston, MA*

- Oversaw and executed online marketing communications schedule. Wrote email campaigns. Ran webinars. Updated website. Edited print collateral. Compiled data for BusinessWeek, U.S. News, and Financial Times rankings.

**Operations Manager****May '03 - Mar '08***Brickman Consulting**Boston, MA*

- Produced e-mails, online content, brochures and bios. Handled press inquiries and shoot preparations. Pursued new markets for products and services. Staffed tradeshow booth. Directed document and financial system overhaul.

**Client Project Manager****May '01 - May '03***Task Masters**New York, NY*

- Managed sales cycle, screened clients, attended initial needs assessments, and resolved service issues. Supervised 20 subcontractors. Coordinated training. Identified strengths and growth opportunities. Implemented recordkeeping process for accurate invoicing and payroll. Specialized in industry best practices for best-selling author, media personality and organizing expert. Recruited candidates and helped prepare for media makeover projects.

**Professional Organizer****Aug '00 - Apr '01***Freelance**New York, NY*

- Worked with clients to overcome organization and efficiency challenges utilizing creative solutions.

**Development Associate****May '99 - Jun '00***The Jewish Foundation for the Righteous**New York, NY*

- Marketed fundraising programs. Solicited corporate sponsorship for \$1,000,000 Annual Dinner. Handled listings for donor acknowledgment publication and seating. Co-produced direct mail campaigns. Oversaw database and data entry standards.

**Program Officer, Development and Special Events****Aug '97 - May '99***Clark University, Center For Holocaust Studies**Worcester, MA*

- Worked with the senior staff and Board to develop fundraising strategy. Monitored cultivation activities and provided progress reports to team. Coordinated public lecture series. Oversaw press events.

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**EDUCATION**

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**Clark University,****Aug '93 - May '97***Bachelor of Arts, Government**Worcester, MA*