

**Writer: Interviews & Articles on Education, Arts, Games, & Public Policy (LinkedIn, GamersDecide, Fifth Floor, Sampsonia Way) 1/19-Present**

**THE AYAAN HIRSI ALI (AHA) FOUNDATION: Communications and Social Media Assistant 11/21-2/22**

- Managed Facebook, Twitter presence; helped write blogs for, update, maintain WordPress site
- Helped manage back-end funds: crafted donation forms, tracked gifts in DonorPerfect; researched prospective donors, funds in DonorSearch, Instrumentl
- Corresponded with donors, supporters, collaborators; tracked AHA site and social media data using Google Analytics, Facebook Insights, Twitter Analytics

**INTERNATIONAL LIQUID TERMINALS ASSOCIATION (ILTA): Membership Coordinator 5/21-10/21**

- Conducted 100+ ILTA 2021 conference registrations, booth charges; request, collect, organize, validate key documents from 300+ exhibitors
- Helped update and maintain the ILTA 2021 conference and trade show's WordPress micro-site
- Helped organize, schedule, and take notes on meetings; collected, organized, and logged checks, bills, and mail; continued all duties below

**Administration and Membership Relations Assistant 9/20-5/21**

- Maintained NOAH AMS database of members, partners, industry news; helped plan, manage events; crafted, edited marketing, communications files
- Conducted research; developed, edited reports; corresponded with members, partners, colleagues by email, Teams, Zoom, UC One Communicator

**ROBERT HALF CONTRACTS 10/19-5/20:**

**CREDIT UNION MORTGAGE ASSOCIATION: Set-Up Assistant and Transaction Coordinator 2/20-5/20**

- Assisted in fast-paced set-up, processing of mortgage loans on paper, in Mercury database from credit unions across the US

**SOURCEAMERICA (SA): Services Accounts Management Assistant 1/20-2/20**

- Researched, verified, updated 1000+ contracts performed by SA & partners in 6 databases; corresponded with SA contract partners

**UNITED WAY OF THE NATIONAL CAPITAL AREA (UWNCA): Partner Engagement Representative 10/19-12/19**

- Maintained online database of 400+ not-for-profit partner organizations; assisted prospects with applications to work with UWNCA
- Reviewed financial documents for prospective and returning partner not-for-profits, including IRS 990 forms and annual audits

**INTERNSHIPS, PAID STUDENT WORK, AND RESEARCH WHILE AT THE UNIVERSITY OF PITTSBURGH (PITT):**

**VIENNA CHORAL SOCIETY (VCS): Communications and Grant-Writing Intern 10/18-10/19**

- Wrote, proofread, and researched for grant proposals; crafted outreach emails to members, audiences, donors, and partners

**INTERNATIONAL STUDENT HOUSE (ISH): Communications and Grant-Writing Intern 1/19-4/19**

- Crafted articles on upcoming events, information on key donors for ISH website; developed, edited grant and scholarship proposals
- Posted to social media for events, programs, spotlights, sponsors, news; crafted outreach packet in CANVA; appealed for support

**SAMPSONIA WAY MAGAZINE, CITY OF ASYLUM (COA): Staff Writer 1/19-4/19**

- Researched, arranged meetings with resident, visiting artists; conducted, published two interviews with resident, visiting artists; wrote social media posts

**PITT EUROPEAN STUDIES CENTER (ESC): Student Ambassador 1/18-4/19**

- Promoted ESC offerings; contributed to logistics, management of 20+ events, 4 programs; crafted, updated, troubleshot students' WordPress sites
- Created, managed organizational records for programs, students, coursework options that could count for ESC programs
- Researched, proposed, earned approval for, became first graduate of **Cultural Diplomacy** track; researched, analyzed competing programs globally

**PITT HONORS COLLEGE BRACKENRIDGE RESEARCH FELLOWSHIP AWARDEE 5/18-8/18; Presented at PA State Capitol in Harrisburg on 3/26/19**

- Researched literature, case studies; crafted framework enhancing universal accessibility and financial sustainability of US arts education

**FLOD S.r.l., Florence, Italy: Communication Intern 9/17-12/17**

- Promoted 6 clients on social media in Italian, English; translated 10+ tourism articles, 4 museum posts; helped manage *The Florentine Day*

**MIGRATIONS OF CULTURES CONFERENCE AT PITT: Selected Research Presenter; Member of Selection & Logistics Committee 10/16-3/17**

- Conducted, presented research on Neapolitan music; selected researchers from other universities; arranged lodgings; promoted event

**ADVANCE INTERNATIONAL: International Program Coordinator 5-8/18; 5-8/17; 7-8/16; 6-8/15**

- Researched business development opportunities, seminar topics, and corporate profiles; arranged meetings
- Mentored global trainees; graded assignments; created and delivered presentations on US Government & Business, US Business Culture

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## **EDUCATION & SKILLS**

**PITT** – Bachelor of Arts (BA), Summa Cum Laude – **Italian Honors Major; French Minor**

Certificates: **Public and Professional Writing; Transatlantic Studies – Cultural Diplomacy Track; West European Studies – Arts, Culture, & Society Track Study Abroad** in Nantes, **France; Study and Internship Abroad** in Florence, **Italy**

**LANGUAGES:** Native **English**; Professional Proficiency in **French** and **Italian** (certified B2 in Italian, PLIDA Test)

**CRM, Events, AMS & Other Databases:** DonorPerfect CRM, Personify A2Z Events System, Mercury Mortgages, UWNCA System, SA Systems, NOAH AMS **Productivity:** Canva, Microsoft (MS) Office 365, Google Workspace, Google Drive, Google Forms, MS OneDrive, MS SharePoint, MS Forms, Smartsheet

**Social & Web:** Facebook, Twitter, Instagram, Reddit, LinkedIn, YouTube, Gmail & Calendar, MS Outlook, HootSuite, Tencenci, Buffer, WordPress

**Communications & Scheduling:** Constant Contact, MailChimp, Survey Monkey, Doodle, MS Teams, Zoom, Cisco Webex, UC One Communicator

**Video & Audio Recording & Editing:** OBS Studio, Audacity, Avidemux, SoundForge Audio Studio 15

**Research & Funding:** ZoomInfo, KnightLab Timeline, Meltwater Media Intelligence, DonorSearch, Instrumentl, Google Analytics