

qualifications

Administrative
Social Media experience
Non-profit
Case management
Resourceful
creative Content Creator
problem solver
great Writer
Self-starter
Podcasting experience

experience

Nov 2018 - present

Host/Social Media Manager, The Friday Podcast

Responsible for recording an energetic show and editing on a deadline. Responsibilities also include scheduling guests, developing regular segments, content research via social media, blogs, tv, radio and collaborating with co-host(s) to brainstorm show layout. Social media content creation. Manages all social media accounts on Instagram, Twitter & Facebook with expertise in all social media platforms and their algorithms including Snapchat, Pinterest & Tumblr. Creating engaging social media content with growth to over 200 followers. Managing analytics & using data to improve show content, social media content & social media presence, becoming data driven, developing best practices.

Feb 2017 - present

Producer, Waters Edge Church

Managing & Overseeing the church service and making sure it runs smoothly.. Ensuring service is recorded using HYPERDECK, Countdown timer, Problem-solving audio/video issues, organizing production personnel. Also responsible for making sure video/audio segments are in the order service. Staying up to date on all the media trends to increase workflows & provide insight to production team

June 2009 - present

Education Resource Specialist, ForKids Inc.

Ensuring the optimum educational and developmental well-being of all non-school & school-aged children who are not participating in remediation. Conduct intake with new families and provide the needed resources to families. Creating alliances with local providers to assist in providing resources to families. On social media team promoting brand. Tasked to grow audience on Facebook to over 1000+ followers & 100+ likes on various social media posts. Assist in developing/testing social media content related to subject matter on special events

software

Adobe Photoshop
Adobe Audition

Final Cut Pro
Premiere Pro

Microsoft Office suite
Mac & PC proficient

Wix Website Builder

skills

Public Speaking
Social Media savvy
Actor/Voice Over Talent
Great Verbal Communication skills
Good with children
Leadership/Team player
People Person
Knowledge of online marketing channels
Graphic Design
SEO Foundations/Google Analytics
Web design
Social Media strategy
Analytical skills
Social Media content creation
Marketing/Brand Awareness

education

June 2006

Thomas Nelson Community College
Associates in Social Science
Hampton, VA

May 2019

Full Sail University
Bachelor's in Media Communications
Winter Park, FL

achievements

March 2016 - present

Writer/Awards Coordinator, Altdaily.com

As Awards Coordinator: Establishes baselines and tracks over 50+ ballot submissions and nominations by a judging panel. Monthly engagement via social media & emails keeping panel updated on current news and updates. Successfully coordinated first annual awards ceremony online handing out over 20 awards. Develop social media channels for awards

Manages day-to-day fulfillment of the annual AltDaily Awards. Oversees development and implementation of awards. Coordinating & collaborating on logistics and arrangements for awards and serves as "awards concierge" for all recipients.

As Writer: Successfully getting over 8+ editorial articles published. Writing, editing, and proofreading text. Liaison with other professionals such as editors, photographers, and artists, Marketing, testing and distributing work. Researching and developing contacts, General admin. Understand & utilizing social media to promote content