

SUMMARY

Communications specialist with more than fifteen years of public, nonprofit, and private sector experience. Strong writer and editor successfully delivering proposals, legislative products, research papers, fact sheets, marketing materials, corporate communications, press releases, newsletters, and social media content.

EXPERIENCE

FREELANCE WRITER / COPYEDITOR

2013 to Present

Develop custom communications products for small businesses and nonprofits.

- Research, draft, format, edit, and proofread client-specific communications, including resumes, fundraising materials, professional correspondence, conference materials, business proposals, press releases, newsletters, and website / social media content.
- Collaborate with small teams to develop and implement overall communications strategy and timeline; manage web-based distribution programs and platforms.

MARKETING COORDINATOR, Hensel Phelps Construction Co., Austin, Texas

2010 to 2013

Drafted and produced winning proposals and marketing materials in support of commercial procurement efforts.

- Managed proposal process from start to finish, tailoring the product narrative and design to specific RFI / RFQ / RFP requirements.
- Interviewed C-level executives, project managers, and senior operations personnel to gather technical information for proposals and other materials; simplified technical narratives for communication with a general audience.

DEPUTY ASSOCIATE DIRECTOR, The White House, Washington, DC

2007 to 2009

Managed Faith-Based and Community Initiative (FBCI) outreach and information services for Federal agencies, states, nonprofits, corporations, and individuals through events, briefings, conferences, web resources, and publications.

- Key part of production team for briefings, national and international conferences, and a series of monthly White House Roundtable events.
- Compiled, edited, and supported production of multiple comprehensive reports on the national and global impact of the FBCI. Developed and edited newsletters and other informational emails for listserv distribution; maintained website content.
- Hosted informational meetings on history and mission of the FBCI with external academic, corporate, and nonprofit groups, including briefings with international leaders participating in a State Department outreach program.

LEGISLATIVE STAFF, U.S. House of Representatives, Washington, DC

2005 to 2007

- *Legislative Assistant:* Handled legislative research and oversight for education, labor, transportation, and various social services issues; wrote vote recommendations, issue briefs, and talking points; represented the Congressman in constituent meetings; assisted Legislative Director and Military Legislative Assistant with special projects.
- *Legislative Correspondent:* Managed all incoming and outgoing constituent mail; drafted legislative correspondence for all issue areas; provided research support for legislative staff; managed intern program.

PROFICIENCIES

Microsoft Office, Outlook 365, Adobe Acrobat, Adobe InDesign, Hootsuite, MailChimp

EDUCATION

B.A. Government, 2004 | Patrick Henry College | Virginia