

### WORK EXPERIENCE

### EDITOR-IN-CHIEF

CisternYard Media, College of Charleston

### May 2024 - To Date

- Chose overall theme and compile two magazines per academic year
- Interview and hire staff
- Oversee six staff members and 20 volunteers
- · Hold weekly staff and volunteer meetings
- Plan and host monthly programming events
- Promote the magazine and CisternYard Media on social media
- · Establish a contributor contract
- Run the organization's social media accounts

#### **FEATURES EDITOR**

CisternYard Media, College of Charleston

## August 2022 - May 2023

- Edit five volunteer articles for content and grammar for each issue
- Design online layouts based on article topics
- Promote and distribute new editions on campus

## VOLUNTEER/LEADERSHIP EXPERIENCE

## PRESIDENT

Mortar Board, College of Charleston

## May 2024 - To Date

- Call chapter meetings and establish meeting schedule
- Facilitate chapter goal-setting
- Verify payments of all national fees
- Ensure orientation and transition of new members
- Complete and send reports in a timely manner

## PUBLIC RELATIONS OFFICER

Lambda Pi Eta, College of Charleston

## May 2024 - To Date

- Plan out social media posting schedule
- Attend meetings and programming events to collect media
- Run and update organization social media platforms

## VICE PRESIDENT OF RECRUITMENT, CHAPTER RELATIONS

Panhellenic Executive Council, College of Charleston

## December 2023 - To Date

- Oversee, plan and coordinate all College Panhellenic recruitment activities including primary and continuous open bidding to organize new members into Panhellenic chapters
- Chair the Membership Recruitment Committee consisting of all eight on-campus chapters
- Update the Recruitment Compact to outline rules and regulations
- Design and distribute Greek Life Booklet to all chapters and potential new members

## VICE PRESIDENT OF COMMUNICATIONS AND OPERATIONS

Sigma Kappa, Lambda Epsilon Chapter

### December 2022 - December 2023

- Formed and led six members in retention committee
- Oversaw Public Relations chair
- Recorded detailed minutes during meetings and rituals
- Implemented a new positive points system
- Collected and reviewed/approved excuse forms and attendance for proper tracking for over 170
  members

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# EDUCATION

## BACHELOR OF ARTS IN COMMUNICATION, COLLEGE OF CHARLESTON GRADUATING MAY 2025

- Minor: Creative Writing
- Concentration: Journalism
- Relevant Coursework: Media in the Digital Age, Introduction to Communication Messages, Martin Department Mentor-Protege Program, Martin Scholars, Message Design and Influence

# AWARDS/HONORS

- Recipient of Karen Avenoso Award (Spring 2024)
  - College of Charleston
- Sorority Woman of the Year (Spring 2024) -College of Charleston SAIL Awards
- Best Feature Article (2023) South Carolina Collegiate Press Association
- President's List (Fall 2022, Spring 2023, Fall 2023)
  - College of Charleston
- Initiated into Order of Omega Society (Fall 2023)
  - College of Charleston
- Initiated into Lambda Pi Eta (Spring 2024) -College of Charleston
- Initiated into Mortar Board (Spring 2024) College of Charleston
- Initiated into Pi Kappa Phi (Spring 2024) College of Charleston

## SKILLS

- Coding
- Proficient in Canva
- Proficient in Adobe InDesign
- Proficent in Issu
- French
- Social Media: Instagram, Facebook, Twitter, Snapchat, VSCO