



PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name

Last Name

Middle Name

Email

Have you worked here before? **No**

Primary Phone

Present Address

Street
State
Country

City
Zip Code/Postal Code

Work Authorization

Are you legally able to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building
Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

Dear Mrs. London,

As you know, I'm a product of the Framingham Public Schools, who has turned education in broadcasting at Framingham High School into a 7-year-long career. I know firsthand what an education in the (now) City of Framingham can do for a student.

As a working journalist for the past 7 years, I've created and maintained relationships with community members and law enforcement sources, making me the go-to person in the newsroom when a big story breaks. I've learned how to organize big event coverage, ensuring smooth, hours-long broadcasts of trials, Super Bowl parades, and elections that affect everyone's daily lives. I've honed my craft as a writer, in order to produce compelling copy and to use powerful visuals to grab a viewer's attention and hammer a story home.

I can bring those skills to Framingham Public Schools in order to generate press and stories about all the good the school system does. I can also use my knowledge as a working member of the media to respond to inquiries. I know what info they're looking for and how to handle any situation that may arise.



I'm also a product of the State University system, staying in Framingham to further my education in not only broadcasting, but also Spanish language. I have a minor in Spanish language, a language in which I'm comfortable writing and speaking. I've used these skills several times to translate court documents, interpret interviews, and gather information on stories in which the subjects only speak Spanish. Given the increasing prominence of Spanish-speakers in the City, this can only benefit the department.

I would love to lend my skills as a communications professional, writer, and linguist to my hometown. It's a way of giving back to the community that did so much for me.

Please call me at [REDACTED] to set up an interview at your earliest convenience.

Thank you,
[REDACTED]

BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

Yes

If yes, please give the name of the employer, the date and the reason for the resignation or termination

I worked for [REDACTED] in Providence, RI. In September 2012, accepted a job from a competitor [REDACTED] also in Providence, RI.) Once I told them I had accepted another job, I was asked to leave, due to a conflict of interest.

EDUCATION

Secondary/High School Information

School Attended	Framingham High School	City/State	Framingham, MA
# Years	4		

Undergraduate Institution #1



Type of School	College/University	Name of School	FRAMINGHAM STATE COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2007
Attended To (mm/yyyy)	05/2011	Graduation Date (mm/yyyy)	05/2011
Degree	Bachelor of Arts	Subject	Other: Communications

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)
Attended To (mm/yyyy)	Graduation Date (mm/yyyy)
Degree	Subject

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

Graduate Institution #2

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

LANGUAGE SKILLS

Language Skills

Language 1	Other*	Reading Ability	Fluent
Writing Ability	Fluent	Speaking Ability	Fluent
Language 2	Spanish	Reading Ability	Moderate
Writing Ability	Fluent	Speaking Ability	Moderate
*If other, please describe:		Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES

		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	
		Relationship	



Address
State
Email
From



City
Zip
Phone
To



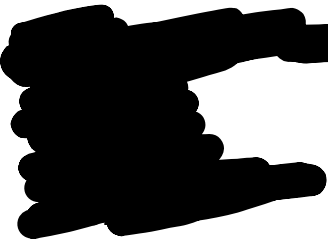
Title



Relationship



Address
State
Email
From



City
Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer	[Redacted]	Present Title	Planning Editor
Employer's State	Massachusetts	Start Date	06/15/2013

Work Experience #1

Employer	[Redacted]	Employed from (mm/yyyy)	09/2012
Employed to (mm/yyyy)	06/2013	Title	Associate Producer

Work Experience #2

Employer	[Redacted]	Employed from (mm/yyyy)	12/2011
Employed to (mm/yyyy)	09/2012	Title	Assignment Manager/Fill-in Producer

Work Experience #3

Employer	Jordan's Furniture, Natick	Employed from (mm/yyyy)	06/2006
Employed to (mm/yyyy)	05/2011	Title	Customer Service Rep./Customer Accounts Specialist

ATTACHMENTS

Attachment

Resume [Redacted]

DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer



Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above
Initials **ecs**
Affirmation Date **01/28/2018**

[REDACTED]

Experience: _

[REDACTED] - **Planning Editor/Assignment Editor**, June 2013– Present.

- Plan long-term coverage and logistics for big news events, court hearings, and trials.
- Book interviews and fact check and gather information for TV and internet news coverage via the phone and the internet.
- Monitor social media for breaking news and local story ideas.
- Book/Produce A+ segment, highlighting high school seniors who have overcome amazing odds.
- Interview, hire and coach Assignment Desk interns.
- Fill-in as Assignment Manager, running Assignment Desk and assigning logistics for eight news crews at a time.
- Fill-in as Special Projects Producer, conduct interviews, log video, write and produce anchor packages for air.

[REDACTED] - **Associate Producer**, September 2012 – June 2013.

- Wrote voice overs and VOSOTs, ordered graphics, and edited video for air.
- Produced newscasts and topical promos on a fill-in basis.
- Covered assignment desk and updated website on a fill-in basis.

[REDACTED] **Assignment Manager/Web Producer/Fill-in Producer**, December 2011 – September 2012.

- Responsible for gathering news, crew logistics, confirming information, and setting-up interviews.
- Wrote for website and posted updates to Facebook and Twitter pages.
- Trained and coached assignment editors on desk and web procedures.
- Produced newscasts and topical promos on a fill-in basis.

[REDACTED] – **Floor Director/Writer**, May 2011 – December 2011.

- Directed anchors to their marks on set, gave time cues, ran teleprompter.
- Wrote anchor scripts and built graphics for air.

[REDACTED] – **Production Assistant**, Wayland, MA, May 2011 – January 2012.

- Supervised student and volunteer-run shoots.
- Taught proper equipment usage and shooting and editing techniques to students and volunteers.
- Edited raw footage from volunteer shoots and added graphics to WayCAM programming.
- Enterprised community outreach and public relations initiatives, social media, website updates, and press releases.

[REDACTED] – **Production Assistant**, Boston, MA, August 2011.

- Location scouted, transported crew and ran errands for crew and talent.

[REDACTED] – **Promotions Intern**, January 2011 – April 2011.

- Wrote promotional copy under deadline for air and wrote social media copy for station Facebook feeds.
- Researched file footage, pulled tapes, and selected video for promotional spots.

[REDACTED] – **Legal Intern**, July 2007 – August 2010.

- Observed criminal court proceedings, e.g. hearings and trials.
- Performed case law research, wrote motions, affidavits, and memorandums.
- Billing and data entry.

Skills:

- A.P. E.N.P.S.
- Microsoft Office Suite.
- Video editing with Final Cut Pro, Adobe Premiere, and Avid.
- Able to interpret, write, and speak Spanish.

Education:

Framingham State University — B.A. in Communications/Visual Media Production, minor in Spanish, May 2011.

Awards: Dean's List, President's List, Graduated Cum Laude.

Cover Letter

No result available.

[REDACTED]

[REDACTED]

PERSONAL INFORMATION

General Information

How did you learn about this position? **Employee Referral**

Contact Information

First Name [REDACTED]

Middle Name

Have you worked here before? **No**

Last Name [REDACTED]

Email [REDACTED]

Primary Phone [REDACTED]

Present Address

Street [REDACTED]

State [REDACTED]

Country [REDACTED]

City [REDACTED]

Zip Code/Postal Code [REDACTED]

Work Authorization

Are you legally able to work in the U.S.? [REDACTED]

Equal Opportunity Information

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Gender [REDACTED]

Ethnicity [REDACTED]

Internal

Current Building

Present Job

Supervisor Name

COVER LETTER

Cover Letter

Cover Letter

Friday, January 26, 2018

**Attn: Human Resources
Framingham Public Schools
73 Mt. Wayte Ave
Suite #5
Framingham, MA 01702**

Re: Media and Communications Manager - Framingham, MA

Dear Human Resources Manager:

Please accept this letter and the attached resume as my formal application for the Media and Communications



Manager opportunity at Framingham Public Schools (FPS). I respectfully submit that my managerial experience in content and influencer marketing agencies leaves me poised to effectively support FPS's communications needs. Let's start with a story that illustrates the content experience I have.

On a busy Friday afternoon, I received a cryptic message from my boss saying "it's a go!" and a meeting was called right away. We had received the green light from sales to tackle [REDACTED] latest project. But this was something completely new. [REDACTED] was looking to share urban experiences highlighting the best places to eat, shop, play and stay on their [REDACTED] blog. The client was not only asking for nearly three hundred articles in just over a month, but in twelve languages (including Spanish and Portuguese) across twenty countries!

Our main contact told us that he honestly did not think we would succeed and was surprised after we delivered all of the content before the holidays began. The team's strong showing led to exponential business into the next year and earned me a promotion to Associate Director of the [REDACTED]. Our efforts drove an 189% increase in annual pageviews with a 19% conversion rate to partner merchant sites. In addition, the project also grew beyond text and blossomed into video animations as well as original photography.

More recently, I had the opportunity to work as the Account Director for [REDACTED] an influencer marketing firm. My role in the organization helped to round out my account services know-how in the influencer marketing and social media spaces, while managing a junior team. I also become involved with internal marketing activities to help drive leads into the funnel for the business development team alongside the CMO.

I hope that this brief letter provided a glimpse of what I could bring to FPS. I would hope to discuss more of my experience in person.

Thank you in advance for your kind consideration. I look forward to hearing from you.

Sincerely,



BACKGROUND INFORMATION

Background

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If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse **No**



against you
substantiated?

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

Yes

If yes, please give the name of the employer, the date and the reason for the resignation or termination

Restructuring - Influence Central - 6/2/17

EDUCATION

Secondary/High School Information

School Attended City/State
Years

Undergraduate Institution #1

Type of School College/University Name of School **BOSTON UNIVERSITY**
State Massachusetts Attended From (mm/yyyy)
Attended To (mm/yyyy) Graduation Date (mm/yyyy)
Degree Bachelor of Science Subject **Business**

Undergraduate Institution #2

Type of School Name of School
State Attended From (mm/yyyy)
Attended To (mm/yyyy) Graduation Date (mm/yyyy)
Degree Subject

Graduate Institution #1

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date (mm/yyyy) Degree
Degree Subject

Graduate Institution #2

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date (mm/yyyy) Degree
Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1 Portuguese Reading Ability **Fluent**
Writing Ability Moderate Speaking Ability **Fluent**
Language 2 Spanish Reading Ability **Moderate**
Writing Ability Moderate Speaking Ability **Moderate**
*If other, please Reading Ability



describe:

Writing Ability

Speaking Ability

REFERENCES



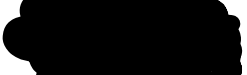
Title



Relationship

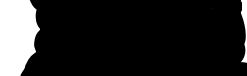


Address



City

State



Zip

Country

Email



Phone

From



To



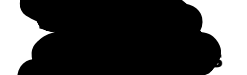
Title



Relationship



Address



City

State



Zip

Country

Email



Phone

From



To



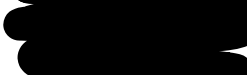
Title



Relationship



Address



City

State



Zip

Country

Email



Phone

From



To



EMPLOYMENT HISTORY

Present Position

Name of Employer

Self-Employed

Present Title

**Content & Influencer Marketing
Consultant**

Employer's State

Massachusetts

Start Date

07/01/2017

Work Experience #1

Employer



Employed from
(mm/yyyy)

07/2016

Employed to
(mm/yyyy)

06/2017

Title

Group Account Director

Work Experience #2

Employer



Employed from
(mm/yyyy)

09/2015

Employed to
(mm/yyyy)

04/2016

Title

Associate Director, Global

Work Experience #3

Employer



Employed from
(mm/yyyy)

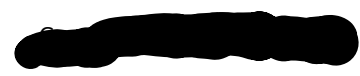
12/2014

Employed to

09/2015

Title

Senior Content Strategist



(mm/yyyy)

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

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Application Confirmation Statement

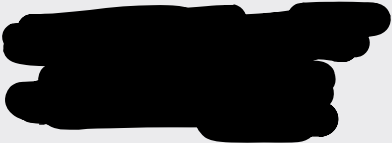
I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date

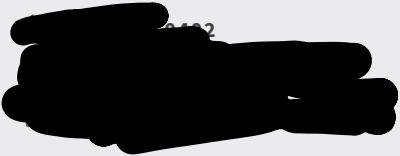




Multilingual Content Marketing Director

10+ years in client-facing roles with established brands and growing SaaS startups. Expert in developing content and influencer marketing strategies including storytelling, editorial, project management and production. Experienced in tackling global projects that involve building processes and mobilizing a creative team.

> CONTACT



> SKILLS

Content Strategy
Google Analytics
SaaS Client Services
Wordpress
Mailchimp
Logic Pro X
Nutshell (CRM)
Convertkit
Sysomos
Translation/Transcreation
SEO

Leadership
Creativity
Global
Collaboration

> LANGUAGES

Portuguese (fluent)
Spanish (conversant)
Italian (conversant)

> EXPERIENCE

GROUP ACCOUNT DIRECTOR

7/16 - 6/17

Newton, MA

Led Client Services teams in the execution of influencer content marketing activations for consumer brands and agencies such as [REDACTED] to propel direct, authentic storytelling on blogs and social.

- o Managed top-of-funnel content and social media B2B to generate leads for business development
- o Piloted new Facebook Live influencer videos within [REDACTED] campaign during the holiday season to deliver 102+ MM impressions

ASSOCIATE DIRECTOR, GLOBAL

9/15 - 4/16

Boston, MA

Led 6-person Global Team to fuel international content strategies for thousands of articles, transcreations, translations, infographics and original photography with a keen eye on audience demographics, SEO and social media engagement.

- o Instrumental in growing [REDACTED] Blog from 1 Brazilian content program to 37 publishing destinations in 12 languages and 21 dialects via a network of 250+ freelance writers and editors
- o Won [REDACTED] website build upsell following team's successful execution of custom video subtitling workflow
- o Championed new internal agency providing keyword research, translations, training and proofing resources within an agile framework

SENIOR CONTENT STRATEGIST

12/14 - 9/15

Main POC of the [REDACTED] global account, acting as a liaison with clients' development firm to overcome technical hurdles, QA CMS integrations and launch WordPress multisite into European, Asian and Latin American markets.

- o Mentored [REDACTED] content services team to publish 1,251 articles in 2015, increasing annual pageviews by 189% (89K in search views) with conversion rate of 19% to partner merchants
- o Pioneered [REDACTED]'s video services with [REDACTED] campaign animations
- o Recognized with president's quarterly employee award

BILINGUAL CONTENT STRATEGIST

11/13 - 12/14

Served as point person for clients in the day-to-day ideation, execution and measurement of content marketing strategies with a focus on editorial quality, writer recruitment and multilingual keyword research.

- o Launched [REDACTED] campaign targeting 12 Brazilian host cities generating over 30K visits to the site
- o Ideated and executed blog series on Brazilian slang for different cities leading to over 200K search views

ACCOUNT MANAGER

2/12 - 11/13

Southboro, MA

Serviced retail and online accounts in the Northeast and South for fast-growing, minimalist footwear company. Liaised with sales and logistics to ensure accurate order fulfillment, account setup and marketing execution.

[Redacted]
Multilingual
Content Marketing
Director

> REFERENCES

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

> EXPERIENCE (CONTINUED)

CONTRIBUTING REPORTER

4/11 - 8/11

Rio de Janeiro, Brazil

Authored stories on arts, entertainment and gastronomy for local English-language newspaper in print and online. Curated weekly nightlife guide and covered urban events.

- o Interviewed key members of the Carioca music community including Constança Scofield (studio owner), Nina Becker (musician) and Chico Neves (studio engineer)

MARKETING COORDINATOR, STATION RELATIONS

4/08 - 11/09

Boston, MA

Point person to 172 public television licensee stations in an internal agency representing [Redacted] productions [Redacted] at Carnegie Hall.

- o Delivered marketing support through social media, direct mail, promo spots, web surveys, content-sharing websites, industry conferences and events on-site with talent
- o Enacted social media plan and administered \$50K in grants to raise awareness of Latin Music USA TV series

ENTERPRISE MARKETING SPECIALIST

4/06 - 8/07

Maynard, MA

Marketing liaison to Enterprise and National Accounts sales force pursuing franchisees' hiring needs.

- o Implemented a template system allowing the sales team to create collateral without using design resources
- o Assembled high profile presentation for Walmart executives leading to \$250K+ in new business

REGIONAL MARKETING SPECIALIST

5/03 - 2/05

Framingham, MA

Led grassroots marketing initiatives for approximately 600 General Managers using guerilla tactics, local advertising, business expos, in-store events and direct mailings within a \$347K budget.

- o Worked cross-functionally on enhancements to inventory control system minimizing abuse chainwide
- o Championed retail employee contest to drive loyalty program adoption increasing region metric by 5%

> EDUCATION

GENERAL MANAGEMENT (B.S.)

BOSTON UNIVERSITY, SCHOOL OF MANAGEMENT

Awarded Founders Grant upon admission and completed Italian language and literature coursework abroad at Università di Padova via BU Centro Studi.

> INTERESTS



COOKING



TRAVEL



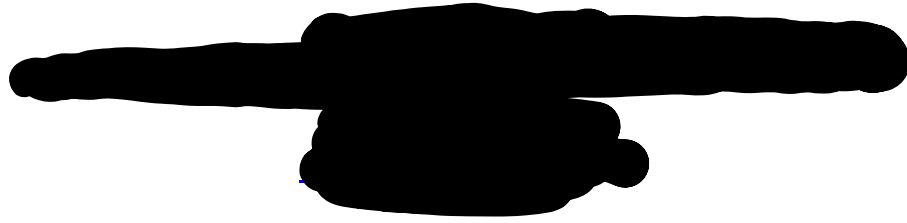
MUSIC



FRISBEE GOLF

Cover Letter

No result available.


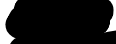

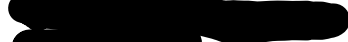



PERSONAL INFORMATION

General Information

How did you learn about this position? **Other: indeed.com**

Contact Information

First Name  Last Name 
Middle Name  Email 
Have you worked here before? **No** Primary Phone 

Present Address

Street  City 
State  Zip Code/Postal Code 
Country 

Work Authorization


Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

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Gender  Ethnicity 

Internal

Current Building  Present Job 
Supervisor Name 

COVER LETTER

Cover Letter

Cover Letter

When parents see teachers professional development day, they are always skeptical. Thinking, "Are they really doing anything work related or is this just an excuse for a three-day weekend." Or when you see on Facebook that a friend of yours who is a teacher complains about not having a day off. The rest of the community has to work all summer long and feels put off by their friend's comment.

These situations could be cleared up with a media communications manager for the school district. There are tons of good things going on in each and every school district across the country. But they are not commonly known because either the school district hasn't found an effective way to get the word out or the local media doesn't find the subject newsworthy to cover.

I have seen all sides of this. I am a parent. I have also been a local newspaper reporter who went into schools to find the stories that the community can be proud of. But it had to come with the principals providing the story ideas and conveying them to the media.

I have also created stories on topics, such as year-round schooling. I talked with state education commissioners, school superintendents, teachers and students to get their view. I did a two-part series that gave both sides rather than try to explain the best way to go.

In my last job I was part of a team that used social media to convey stories. I would look at using Instagram



and Snapchat to directly connect with the students and Facebook to talk with parents. I also have web site management experience.

Thank you for your time, I hope to get a chance to meet with you.



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Background

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If yes, please explain

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If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

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If yes, please explain

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No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

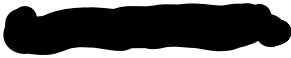
School Attended	Burlington High School	City/State	Burlington, Vermont
# Years			

Undergraduate Institution #1

Type of School	College/University	Name of School	EMERSON COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/1990
Attended To (mm/yyyy)	05/1993	Graduation Date (mm/yyyy)	05/1993
Degree	Bachelor of Science	Subject	Other: Journalism

Undergraduate Institution #2

Type of School	Name of School
State	Attended From



Attended To (mm/yyyy) Degree
Graduation Date (mm/yyyy) Subject

Graduate Institution #1

Name of School City/State ,
From (mm/yyyy) To (mm/yyyy)
Graduation Date (mm/yyyy) Degree
Degree Subject

Graduate Institution #2

Name of School City/State ,
From (mm/yyyy) To (mm/yyyy)
Graduation Date (mm/yyyy) Degree
Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1 None Reading Ability
Writing Ability Speaking Ability
Language 2 None Reading Ability
Writing Ability Speaking Ability
*If other, please describe: Reading Ability
Writing Ability Speaking Ability

REFERENCES



Title Relationship
Address City
State Zip
Country
Email Phone
From To



Title Relationship
Address City
State Zip
Country
Email Phone
From To



Title Relationship
Address City

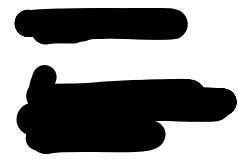
Job Title: Media and Communications
Manager



State
Country
Email
From



Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer	[REDACTED]	Present Title	Night Editor
Employer's State	[REDACTED]	Start Date	09/25/2017

Work Experience #1

Employer	[REDACTED]	Employed from (mm/yyyy)	03/2000
Employed to (mm/yyyy)	07/2017	Title	Managing editor

Work Experience #2

Employer	[REDACTED]	Employed from (mm/yyyy)	08/1996
Employed to (mm/yyyy)	03/2000	Title	Reporter

Work Experience #3

Employer	[REDACTED]	Employed from (mm/yyyy)	10/1993
Employed to (mm/yyyy)	08/1996	Title	Managing editor

ATTACHMENTS

Attachment

Resume
Transcripts



DISCLAIMERS AND AFFIRMATION

District Policy

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Application Confirmation Statement

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grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials



Affirmation Date

Editor/athletic director/SID

Summary: Multi-tasking editor with more than 20 years of experience in page design, editing, writing and management. Goal-oriented with strong interpersonal skills.

Experience

2017-09 - **Night editor/Opinions page editor**

present

- Edit staff stories for daily newspaper
- Layout pages in InDesign

2017-09 - **Assisting Sports Information Director**

present

- Collecting stats using Stat Crew at games.
- Shown how to use Presto.

2000-03 - **Managing editor**

2017-07

- Won ASPBE awards for slideshows (Photoshop)
- Organized web sites and copy edited through in-house CMS
- Oversaw a copy desk of five copy editors
- Created story ideas, edited freelance articles with SEO in mind
- Wrote security stories for CSO
- Uploaded video to Web site using Brightcove
- Submitted stories to social networks (under company account).
- Increased LinkedIn followers by 13,000. Increased Twitter followers to more than 100,000.
- Troubleshoot stories in HTML
- Paginated print pages in Indesign and Quark Xpress for a high of 200 pages a week.

1996-08 - **News reporter**

2000-03

- Wrote indepth features, city and school stories for daily newspaper

1993-10 - **Managing editor**

1996-08

- Wrote community news and sports
- Paginated weekly newspaper
- Took photographs and developed film in dark room

Education

Emerson College - Bachelor of Science in Journalism

Personal Info

Address

[Redacted]

Phone

[Redacted]

E-mail

[Redacted]

LinkedIn

[Redacted]

Twitter

[Redacted]

Skills

Editing skills

●●●●●
Excellent

Page design

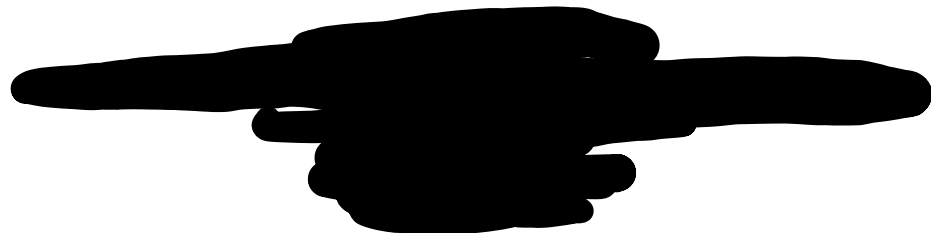
●●●●●
Excellent

Management

●●●●●
Excellent

Cover Letter

No result available.







PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name  Last Name 
Middle Name  Email 
Have you worked here before? Primary Phone 

Present Address

Street  City 
State  Zip Code/Postal Code 
Country 

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

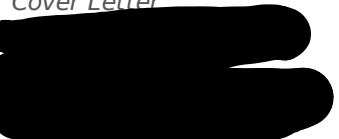
Gender  Ethnicity 

Internal

Current Building  Present Job 
Supervisor Name 

COVER LETTER

Cover Letter

Cover Letter


January 25, 2018

Dear Sir or Madam,

I am writing to you because I am interested in the position of Media and Communications Manager at Framingham Public Schools. I am a communications and marketing professional with five years of experience working as a social media manager and marketing/public relations specialist. I have two degrees in communication and marketing, as well as a background in video production.

As the Public Affairs Coordinator for , I plan and oversee all facets of our



communication and public relations initiatives and act as a media liaison to the health center. I have a wide range of responsibilities include both internal and external communication efforts. I manage the organization's social media accounts, such as Facebook, Twitter, Yelp and more. I also disseminate press releases, design brochures, and manage the organization's website. In addition to this, I also coordinate events and assist in organizational outreach programs.

Previously I worked for in a newsroom for three years, filming and editing video and taking photos for our website and broadcasts. I was responsible for delivering top quality content to our viewers under strict daily deadlines I have a background in television and film production and have experience with a wide range of cameras and editing programs.

I am an excellent writer and leader, equipped with the creative and analytical tools necessary to excel at Framingham Public Schools. You can contact me at the phone number or email address I've provided. Thank you for considering me for this position.

Sincerely,



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Oakmont Regional High School	City/State	Ashburnham/Massachusetts
# Years	4		

Undergraduate Institution #1



Type of School	College/University	Name of School	UNIV MASS AMHERST*
State	Massachusetts	Attended From (mm/yyyy)	09/2007
Attended To (mm/yyyy)	05/2011	Graduation Date (mm/yyyy)	05/2011
Degree	Bachelor of Arts	Subject	Other: Communication

Undergraduate Institution #2

Type of School		Name of School	
State		Attended From (mm/yyyy)	
Attended To (mm/yyyy)		Graduation Date (mm/yyyy)	
Degree		Subject	

Graduate Institution #1

Name of School	SUFFOLK UNIVERSITY	City/State	Boston/Massachusetts
From (mm/yyyy)	09/2014	To (mm/yyyy)	12/2015
Graduation Date (mm/yyyy)	06/2015	Degree	Masters
Degree Subject	Other: Public Relations & Advertising		

Graduate Institution #2

Name of School		City/State	
From (mm/yyyy)		To (mm/yyyy)	
Graduation Date (mm/yyyy)		Degree	
Degree Subject			

LANGUAGE SKILLS

Language Skills

Language 1	Spanish	Reading Ability	Basic
Writing Ability	Basic	Speaking Ability	Basic
Language 2	Other*	Reading Ability	Basic
Writing Ability	Basic	Speaking Ability	Basic
*If other, please describe:	Italian	Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES



Title		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	



Title		Relationship	
Address		City	

Job Title: Media and Communications
Manager



State
Email
From
[Redacted]

Zip
Phone
To
[Redacted]

Title
Address
State
Email
From
[Redacted]

Relationship
City
Zip
Phone
To
[Redacted]

EMPLOYMENT HISTORY

Present Position

Name of Employer [Redacted] Present Title **Public Affairs Coordinator**
Employer's State **Massachusetts** Start Date **12/14/2015**

Work Experience #1

Employer [Redacted] Employed from (mm/yyyy) **07/2011**
Employed to (mm/yyyy) **08/2014** Title **News Producer/Videographer**

Work Experience #2

Employer [Redacted] Employed from (mm/yyyy) **07/2015**
Employed to (mm/yyyy) **12/2015** Title **Communication Intern/Specialist**

Work Experience #3

Employer [Redacted] Employed from (mm/yyyy)
Employed to (mm/yyyy) Title

ATTACHMENTS

Attachment

Resume [Redacted]

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I agree to the terms **Affirm**
above

Initials



Affirmation Date

[Redacted]
Boston, Massachusetts
[Redacted]

Experience:

[Redacted] Dec '15 – Present

Public Affairs Coordinator

- Coordinates day to day communication operations within the health center, both for internal and external use; including internal employee newsletter. Acts as media relations liaison for the health center. Assists in community outreach programs.
- Develops and executes company marketing strategies and advertising efforts to maximize effectiveness. Generates content for direct marketing.
- Manages health center Facebook and Twitter accounts. Creates content and tracks success of posts.
- Works with web developer to coordinate edits and changes necessary to maximize user experience for patients
- Chief event coordinator for *Taste of the North End* fundraiser which helps to raise critical funds for the health center, as well as several neighborhood non-profits.

[Redacted] July '15–Dec '15
Communications Intern

- Created content for social media and website designed to target younger audiences and make learning about insurance easier.
- Proposed new layouts for website designed to make navigation simpler and faster, enhancing user experiences.
- Oversaw division Twitter account, enhanced reach. Created content specific to Twitter.
- Assisted with day to day administrative operations.

[Redacted] Chicopee, MA July '11–August '14
News Content Producer

- Supervised all aspects of top-rated morning newscast.
- Directed and coordinated morning newscast live shots and stories with reports and anchors.
- Generated news content for television and web
- Coordinated team of 15 people each morning.
- Led growth of brand through social media; targeted new viewers through Facebook and Twitter.
- Discovered and proposed local story ideas
- Practiced extreme attention to detail and met strict daily deadlines to fulfill needs of the show.

News Photographer and Videographer

Technical Skills/Program Knowledge

- Basic HTML
- Hootsuite
- Google Analytics
- Constant Contact
- Final Cut Studio
- Adobe Creative Suite
- Videography
- Video lighting, editing, production
- Still photography
- iNews program
- Microsoft Office

Experience Highlights

- Ad Copywriting
- Writing for news
- Producing news broadcast
- Camera operation and video editing
- Social Media
- Marketing
- Advertising
- Coordinating and leading various teams of people to complete both small and large projects

Education

Suffolk University

Completed: Dec. 2015

Master's Degree in Public Relations and Advertising

University of Massachusetts, Amherst

Completed: May 2011

Bachelor of Arts, Communication

[REDACTED]

Boston, Massachusetts

[REDACTED]

- Filmed and edited news stories for on-air shows.
- Recorded and edited website content.
- Managed cameras, lighting, audio, shot composition, etc.
- Coordinated extended and pre-filmed reporter-written stories.

Cover Letter

No result available.



PERSONAL INFORMATION

General Information

How did you learn about this position? **District Web Site**

Contact Information

First Name

Last Name

Middle Name

Email

Have you worked here before? **No**

Primary Phone

Present Address

Street

City

State

Zip Code/Postal Code

Country

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building

Present Job

Supervisor Name

COVER LETTER

Cover Letter

Cover Letter

Upon review of your posting for a Media and Communications Manager, I felt compelled to submit the enclosed resume for your consideration.

As an accomplished, motivated, and tech-savvy professional with experience managing marketing efforts and PR functions within corporate settings, I am positioned to vastly exceed your expectations for this role.

From developing communications initiatives and marketing collateral to overseeing internal and external communications strategies, I excel at generating effective and positive organizational exposure and enabling the success of overall communications efforts. With the capacity to employ persuasive communication skills to influence public perceptions—along with my proven history of developing trusting and lasting key relationships—I am prepared to substantially impact the success of your organization in this position.

Highlights of my experience are included in the attached resume.



With my proven record of success managing corporate communications programs, along with my ability to drive successful marketing campaigns and my expertise in social media, I am positioned to significantly benefit your team.

I look forward to discussing the position and my qualifications.

Thank you for this opportunity.

Sincerely,



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If yes, please explain

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EDUCATION

Secondary/High School Information

School Attended

City/State

Years



Undergraduate Institution #1

Type of School	Trade/Vocational School	Name of School	NEW ENGLAND INSTITUTE TECH RI
State	Rhode Island	Attended From (mm/yyyy)	10/1990
Attended To (mm/yyyy)	01/1993	Graduation Date (mm/yyyy)	01/1993
Degree	Bachelor of Science	Subject	Other: Broadcast Communications

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)
Attended To (mm/yyyy)	Graduation Date (mm/yyyy)
Degree	Subject

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

Graduate Institution #2

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

LANGUAGE SKILLS

Language Skills

Language 1	None	Reading Ability	Fluent
Writing Ability	Fluent	Speaking Ability	
Language 2	None	Reading Ability	
Writing Ability		Speaking Ability	
*If other, please describe:		Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES



Title		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	



Reference Letter



Title

Relationship

Address

City



State

Zip

Email

Phone

From

To



Title

Relationship

Address

City



State

Zip

Email

Phone

From

To



EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

Executive Producer

Employer's State

Massachusetts

Start Date

03/12/2005

Work Experience #1

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #2

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #3

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

ATTACHMENTS

Attachment

Resume



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I agree to the terms **Affirm**
above

Initials



Affirmation Date



Communications Professional

What I Can Do For You:

- Administer 10+ years of knowledge and management experience in the communications field
- Manage, motivate, and create communication strategies within a collaborative environment
- Communicate with the media on their level, serve as key spokesperson and main contact
- Research in order to communicate accurately and authoritatively on a subject
- Build and continue to grow a positive, recognized brand
- Capitalize on local and national media opportunities
- Initiate and foster community relationships
- Boost your social media presence with compelling content
- Ability to handle any crisis situations with stamina and ease
- Practiced and persuasive public speaker
- Creativity

My Skills Have Been Applied to these Companies:

, Worcester, MA


Communications Director 2016 – 2017

- Generated original multi-media content to reflect the brand image and support the organization. Served as primary copywriter on websites, advertising campaigns and product launches
- Advanced recruitment campaign through development of a job site web portal and integrated, multi-channel radio, print, web and direct marketing campaign. Increased new hires by 30%
- Created successful broadcast and marketing strategies that catapulted company brand into community
- Created concept and copy for journal ads, direct mail campaigns and sales collateral for diverse clients and projects



Executive Producer - 2005 to Present

- Built three very successful subscription based informational products and web startups with 220K+ daily visitors, 8600+ members, a respected brand and worldwide niche audience of 120,000+ listeners
- Expanded client base by consistently distributing valuable content to online social media using tools including video, audio and video podcasting for Facebook, Twitter, Instagram, YouTube and other social media channels
- Developed and managed creative concepts, business strategies and creative executions of multiple broadcast and non-broadcast projects and various multimedia projects
- Expanded client base by 78% in three years by consistently delivering goal-surpassing marketing results

[REDACTED]

Senior Web Editor - 2010 to 2012

- Managed the university's web based news marketing and communications functions, overseeing a 6-member team consisting of writers and video journalists. Maintained the university's digital brand, web related PR, internal web based products, event launches and external advertising
- Developed and launched integrated social media, SEO and web campaigns that propelled university recognition from 15,000 monthly visitors to over 250,000 visitors and counting
- Performed ongoing analytics/market research and demographic profiling to identify and capitalize on unmet communication needs
- Continually stimulated external interest with press releases, magazines, promotional items and by building a network of local and national media contacts
- Organized and collaboratively worked with a team of freelancers, video professionals, internal web site managers and business experts

[REDACTED]

Web, Production Coordinator, Program Director, Executive Director - 2003 to 2010

- Increased interest, community involvement and ultimately membership by 100% within 6 months of employment by deploying creative marketing campaigns and old-fashioned people to people networking
- Improved visual branding resulting in increased programming and viewership
- Developed and managed creative concepts, business strategies and creative multimedia projects.
- Oversight of production budgets, talent schedules, copywriting to ensure project strategies and identity is synergized with marketing and public relations campaigns and concepts
- Produced over 100 episodes of compelling, well-paced newscasts, from the ground up, with strong storytelling and high production

Cover Letter

No result available.

PERSONAL INFORMATION

General Information

How did you learn
about this position?

Contact Information

First Name

Middle Name

Have you worked
here before?

No

Last Name

Email

Primary Phone

Present Address

Street

State

Country

City

Zip Code/Postal Code

Work Authorization

Are you legally able
to work in the U.S.?

Yes

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building

Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

To Whom It May Concern,

I'm writing you to apply for the open position of Media and Communications Manager. By the end of this letter I hope to have demonstrated that my combination of education and real world experience will make me a valuable asset to your team.

My most recent role was based in print marketing and focused on the design and production of direct mail materials. I gained experience both writing and revising copy for creative materials, as well as coordinating with outside vendors and printers in later stages of production. My responsibilities required a critical eye for design and excellent attention to detail in order to produce the highest quality finished products. I also honed my time management skills while juggling multiple concurrent projects and deadlines.

My MBA program offered me the experience of conducting digital marketing campaigns for a local startup company. As part of a small team, we received a budget in order to launch Facebook and Google AdWords campaigns in order to help expand the company's customer base. More recently, I became certified in Google AdWords for both the search and display networks, and am eager to apply these skills to future projects while learning more about digital marketing strategies. In addition, I am very familiar with Twitter, Pinterest, Instagram, and YouTube and how those platforms can be leveraged effectively as part of a larger marketing



plan.

I have both academic and creative writing experience that would be valuable for content creation. I conducted extensive literature searches for both my senior thesis and my role as a graduate research assistant, projects which required me to take complex, higher-level topics and present them in a concise, easy to understand format. During my summers as a camp counselor, I gained creative writing and editing experience while serving as the editor of the camp "yearbook". At my most recent job, I was tasked with updating the web copy for the products in the department, as well as writing and proofing product descriptions for use in catalogs. My overall passion for grammar and attention to detail has been the common thread that produced success in these varying positions.

I gained valuable customer service experience during my years working at Quinnipiac's fitness center. This was a forward-facing position, requiring excellent communication to enforce the university policies and answer the questions of students, staff, and visiting families. Thanks to my many summers as a camp counselor (where even the best-laid plans can be thrown off by a bit of rain) I am flexible and able to think quickly on my feet. I also learned to find creative solutions to problems while collaborating with a large staff with different strengths and personalities. I believe that these are traits that translate well to any role, and am eager to prove myself in a new and challenging position.

My background in sociology has led me toward a community-focused position. I am excited to find a role where I can apply my qualifications in a meaningful way, and I believe this position with Framingham Public Schools fits the bill. I would welcome the opportunity to discuss how my qualifications may be a match for this role.

Best,



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Background

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If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION



Secondary/High School Information

School Attended **Minnechaug Regional HS** City/State **Wilbraham MA**
Years **4**

Undergraduate Institution #1

Type of School **College/University** Name of School **QUINNIPIAC UNIVERSITY**
State **Connecticut** Attended From **08/2011**
(mm/yyyy)
Attended To **05/2015** Graduation Date **05/2015**
(mm/yyyy)
Degree **Bachelor of Arts** Subject **Other: Sociology**

Undergraduate Institution #2

Type of School Name of School
State Attended From
(mm/yyyy)
Attended To Graduation Date
(mm/yyyy)
Degree Subject

Graduate Institution #1

Name of School **QUINNIPIAC UNIVERSITY** City/State **Hamden CT**
From (mm/yyyy) **08/2015** To (mm/yyyy) **05/2016**
Graduation Date **05/2016** Degree **Masters**
(mm/yyyy)
Degree Subject **Business**

Graduate Institution #2

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date Degree
(mm/yyyy)

LANGUAGE SKILLS

Language Skills

Language 1 **Spanish** Reading Ability **Basic**
Writing Ability **Basic** Speaking Ability **Basic**
Language 2 **None** Reading Ability
Writing Ability Speaking Ability
*If other, please Reading Ability
describe:
Writing Ability Speaking Ability

REFERENCES



Title Relationship
Address City
State Zip
Country

Job Title: Media and Communications
Manager

[REDACTED]

Email
From

[REDACTED]

Phone
To

[REDACTED]

Title
Address
State
Country

[REDACTED]

Relationship
City
Zip

Friend

[REDACTED]

Email
From

[REDACTED]
09/2007

Phone
To

[REDACTED]
present

Title
Address
State
Country
Email
From

[REDACTED]
Delaware
United States
[REDACTED]
06/2012

Relationship
City
Zip
Phone
To

Colleague

[REDACTED]
[REDACTED]
[REDACTED]

EMPLOYMENT HISTORY

Present Position

Name of Employer
Employer's State

Present Title
Start Date

Work Experience #1

Employer [REDACTED]
Employed to (mm/yyyy) **07/2017**

Employed from (mm/yyyy) **07/2016**
Title **Marketing Coordinator**

Work Experience #2

Employer [REDACTED]
Employed to (mm/yyyy) **05/2016**

Employed from (mm/yyyy) **01/2012**
Title **Facility Attendant/Supervisor**

Work Experience #3

Employer [REDACTED]
Employed to (mm/yyyy) **08/2015**

Employed from (mm/yyyy) **06/2011**
Title **General Counselor/Group Leader**

ATTACHMENTS

Attachment

Resume [REDACTED]

DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools



Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

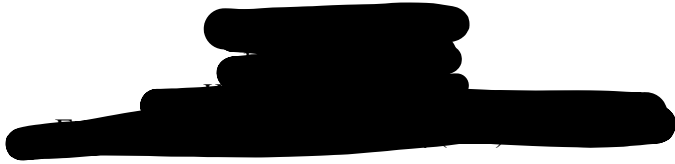
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I agree to the terms **Affirm**
above

Initials



Affirmation Date



EDUCATION

Quinnipiac University

- Bachelor of Arts in Sociology, Summa Cum Laude **May 2015**
- Masters in Business Administration **May 2016**

EXPERIENCE

[Redacted] **Jul 2016-Jul 2017**

Marketing Coordinator

- Coordinated the printing and implementation of direct mail and media marketing efforts with outside vendors
- Responsible for the pre-press creative for the company's jewelry catalog, which mails four times annually with an average circulation of 500M
- Designed, revised, and proofed creative materials for production
- Updated the web listings for all products in the jewelry department

[Redacted] **Aug 2015-May 2016**

Supervisor

- Managed a staff of undergraduate Facility Attendants
- Provided excellent customer service to Quinnipiac University students and faculty
- Maintained cleanliness and safety of the facility as well as an enjoyable atmosphere for patrons

[Redacted] **Jan 2012 – May 2015**

Facility Attendant

- Provided information and customer service to students, faculty and staff, and alumni
- Helped to maintain the cleanliness of the facility

[Redacted] **Aug 2015– Dec 2015**

Graduate Research Assistant

- Assisted a Quinnipiac University professor of marketing to conduct research for publication
- Searched for relevant literature in online databases and published journal sources.

[Redacted] **Aug 2014-Dec 2014**

Intern

- Planned on- and off-campus activities for international students
- Coordinated activities to celebrate International Education Week; designed and distributed flyers to promote events to the entire student body
- Served as a point of information for questions pertaining to international student life on campus as well as study abroad programs

[Redacted] **Summer 2011-2015**

Group Leader

- Supervised and coordinated activities for a group of campers at a seven-week overnight camp
- Collaborated with a large and diverse staff and took on leadership roles as a veteran staff member
- Managed multiple projects while planning activities for individual age groups as well as for the entire camp

SKILLS

Computer: Microsoft Office Suite, Visio, Google AdWords certified, social media
Personal: Written and verbal communication, interpersonal and customer service skills, time management, attention to detail

Cover Letter

No result available.



Media and Communications Manager (1827511)




PERSONAL INFORMATION

General Information

How did you learn about this position? **District Web Site**

Contact Information

First Name  Last Name 
Middle Name  Email 
Have you worked here before?  Primary Phone 

Present Address

Street  City 
State  Zip Code/Postal Code 
Country 

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender  Ethnicity 



Internal

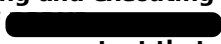


Current Building  Present Job 
Supervisor Name 

COVER LETTER

Cover Letter

Cover Letter

I recently concluded a seven-year run producing content for  over which I also worked six years in the publishing division of the . Having worked extensively on both sides of the aisle, I believe my background gives me a unique perspective that would be invaluable to any communications department. A successful communications department is about more than just press releases -- it's also about devising and executing quality strategies, and fostering a culture that is at once positive, informative and inviting.

As an editor, I have a long and well-documented history of augmenting and executing ideas that are both creative and practical. From 2010-2016, as the high school editor of , I launched the section from scratch and quickly built an immense online following with unique content that went deeper than our competitors in the Boston media market. Our year-end traffic totals routinely exceeded four million page views, a number only surpassed on  by the site's Red Sox and Patriots coverage. Numerous former correspondents I was in charge now cover the Patriots for other major media outlets. When you consider how much the four major professional sports dominate the headlines in a top-10 media market like Boston, I take a lot of pride in what I built at .



I believe my past experience as an editor, and knack for innovation, has me well-prepared to enhance the presence of Framingham Public Schools, to see possibility, and to push forward. I feel that I would be a great fit for this position. Thank you for your time and consideration.

BACKGROUND INFORMATION

Background

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Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Oakmont Regional High School	City/State	Ashburnham, MA
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	UNIV MASS AMHERST*
State	Massachusetts	Attended From (mm/yyyy)	09/2003
Attended To (mm/yyyy)	05/2007	Graduation Date (mm/yyyy)	05/2007
Degree	Bachelor of Science	Subject	Other: Journalism

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)



Attended To
(mm/yyyy)
Degree

Graduation Date
(mm/yyyy)
Subject

Graduate Institution #1

Name of School **ENDICOTT COLLEGE**
From (mm/yyyy) **12/2017**
Graduation Date
(mm/yyyy)
Degree Subject **Other: Athletic Administration**

City/State **Beverly, MA**
To (mm/yyyy)
Degree **Masters**

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1	Spanish	Reading Ability	Basic
Writing Ability	Basic	Speaking Ability	Basic
Language 2	None	Reading Ability	
Writing Ability		Speaking Ability	
*If other, please describe:		Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES



Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]



Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]



Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]



EMPLOYMENT HISTORY

Present Position

Name of Employer
Employer's State

Present Title
Start Date

Work Experience #1

Employer		Employed from (mm/yyyy)	10/2016
Employed to (mm/yyyy)	12/2017	Title	Personalization Editor

Work Experience #2

Employer		Employed from (mm/yyyy)	05/2010
Employed to (mm/yyyy)	10/2016	Title	High School Editor,

Work Experience #3

Employer		Employed from (mm/yyyy)	06/2007
Employed to (mm/yyyy)	05/2010	Title	Correspondent

ATTACHMENTS

Attachment

Resume

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Job Title: Media and Communications
Manager



any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date





WORK EXPERIENCE


Oct. 2016 – Dec. 2017


, **Bristol, CT**


- Edited content objects on a daily basis, including copy and line editing roles, managing an overall style and voice, and working with subject matter experts for specific content types.
- Contributed to Live team's Super Bowl LI coverage, providing Boston reactions.
- Contributed to NFL team's NFL Draft coverage and provided feature story.
- Helped produce summer NFL project, "The Franchise", ranking every team's top quarterbacks in history. Received more than 1.5 million page views.
- Voted in weekly "Power Rankings" for NFL and NHL.
- Curated transaction-based "rumors" from various sources, including ESPN and trusted third parties.
- Used social media monitoring tools to discover pre-viral content and write stories for posting.
- Wrote and sent mobile alerts with short, accurate and engaging headlines.



May 2010 – Oct. 2016


, **Foxborough, MA**


- Built and launched high school section in Aug. 2010; averaged nearly one million page views per month at its peak. Surpassed 4.2 million page views the final three years
- High school blog was responsible for one-third of total site traffic on 
- Responsible for majority of photo content, both action and profile shots.
- Used social media to invite reader interaction, including embedding tweets in blog entries. Over 16,000 Twitter followers.
- Broke numerous recruiting stories on high school prospects.
- Created popular "Mr. Football" award, given annually to the state's top football player. Only award of its kind presented in Massachusetts.
- Incorporated game footage for "telestrator" segments in "Game of the Week" videos. Also recorded weekly podcasts.
- Filled in on Patriots, Red Sox and Bruins beats.
- Covered two Stanley Cup Finals (2011, 2013).
- Part of site's 2013 and 2014 Boston Marathon coverage team.
- Conducted "FanSpeak" videos, getting Boston sports fans' thoughts on current events.

June 2006 – May 2010


Sports Correspondent, Boston, MA

- Backup writer, Boston Bruins beat, 09-10 season; covered 75 percent of home games and practices
- Covered Patriots, Celtics, Revolution and Hockey East beats on regular basis.
- Contributing credit in 2006  award-winning investigative report by 
- Wrote high school sports notebooks twice a week for Globe West; occasionally wrote front-page high school features.
- Contributed breaking news and video to high school sports blog.

May 2005 – May 2010


Sports Staff Writer, Worcester, MA

- Part-time writer on sports desk, Jan. 2008 - June 2009. Assisted with agate and high school coverage.

- Covered UMass football and basketball, Holy Cross basketball and hockey, as well as arena football team New England Surge.
- Wrote features and game stories on high school and college sports.
- Correspondent, September 2005 to December 2007. Intern, May 2005 to August 2005.

June 2007 – Aug. 2007

Metro Intern, Jacksonville, FL

- Enterprise piece on lack of headstone for "Bullet" Bob Hayes was one of paper's most-trafficked stories of 2007.
- Wrote several front-page enterprise and investigative pieces.
- During on-call police shifts, responsibilities included trips to stations to retrieve releases for police log and coverage of select homicides and fires.

September 2003 – May 2007

Sports Staff, Op-Ed Editor, Police Writer, Amherst, MA

- Covered numerous men's and women's sports teams for the independent school newspaper of UMass Amherst.
- Police writer for 2005-2006 school year.
- Assistant Op-Ed Editor, Spring 2007.

MARKETING AND ACTIVATION EXPERIENCE

May 2010 – Oct. 2016

High School Editor, Foxborough, MA

- Helped negotiate \$50,000 sponsorship deals with Sports Authority and National Guard for our high school football coverage in 2012 and 2013, including the creation of promotional strategy based on the editorial gameplan and sponsors' demands. Assisted with attaining \$40,000 sponsorship deal for 2015. Other sponsors included Valvoline (\$20,000), New England Dairy (\$15,000) and HarborOne Bank (\$30,000).
- Responsible for activation duties with crowd during annual "Mike & Mike" live simulcasts at Gillette Stadium, including placement of signage, giveaways from corporate sponsors and entertainment of crowd during commercial breaks.
- Hosted panel discussion with PGA Tour golfers before 2016 Deutsche Bank Championship at TPC Boston, held privately for clients from Coldwell Banker and Blue Cross Blue Shield.
- Assisted in game-day sponsorship activations at Patriots and Celtics games, promoting brand, collecting contact information for potential future clients, and giving away prizes.

Norwood, MA

- Moderated a career discussion with Oklahoma City Thunder GM Sam Presti for Shooting Touch's December 2014 conference for over 100 business students and iSlide clients in the Boston region.

EDUCATION

University of Massachusetts, Amherst, MA

September 2003 - May 2007

Bachelor of Science, Journalism

Minor: History

APPEARANCES

TV – FOX 25 (Boston, MA) | Charter TV-3 (Worcester, MA)

Radio – 98.5 The Sports Hub (Boston, MA) | WEEI 93.7 FM (Boston, MA) | WBZ News Radio 1030 AM (Boston MA) | TSN 1050 AM (Toronto, ON) | ESPN 1480 KLMS (Lincoln, NE) | WHLL 1450 AM (Springfield, MA) | WPKZ 105.3 FM (Fitchburg, MA)

Freelance Writing – Patriots.com | ESPN RISE | SportingNews.com | SLAM Magazine | Rivals.com | Baton Rouge (LA) Advocate | Winston-Salem (NC) Journal | Portland (ME) Press-Herald | New England Hockey Journal | The Berkshire Eagle (Pittsfield, MA) | The Gardner (MA) News | BostonLax.net | MIAA Football State Championship official game program

COMMUNITY OUTREACH

[REDACTED], Foxborough, MA

New England Patriots High School Coach of the Week

- Since 2010 have assisted with selection each week, honoring outstanding high school coaches. A \$1,000 check is donated to the school's football program.

[REDACTED], Watertown, MA

A Shot For Life Challenge

- Annual charity event in which a dozen of the state's best male and female basketball players compete in a timed event to determine the state's best shooter. All proceeds go to brain cancer research.
- Assisted with selection of shooters, promotion of event, and media relations.
- 2015 event (third annual) raised \$41,000 for brain cancer research at Massachusetts General Hospital and Children's Hospital. The three events to date have raised over a combined \$100,000.
- 501(c)(3) non-profit organization founded in 2011 following my ESPNBoston.com article on founder Mike Slonina's feat of shooting for 24 hours straight for cancer research.

[REDACTED]

[REDACTED]om

[REDACTED]

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position?

Contact Information

First Name

Middle Name

Have you worked here before?

Last Name

Email

Primary Phone

Present Address

Street

State

Country

City

Zip Code/Postal Code

Work Authorization

Are you legally able to work in the U.S.?

Equal Opportunity Information

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Gender

Ethnicity

Internal

Current Building

Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

Hello:

It is with great interest that I submit my resume for the position of Media and Communication Manager.

As a PR and communications professional, I know my skill set and qualifications will make me an asset to your team. I have built my career in a variety of PR and media-based roles. This includes most recently at [REDACTED] where I directed PR and managed global and regional marketing efforts for multiple educational software solutions.

I am confident my experience in developing and executing integrated PR and Media campaigns, geared to driving thought leadership and awareness, will be instrumental in meeting your organizational objectives. The attached resume showcases how my media experience is highly aligned with the skill set you are looking for. As Media Strategies Manager for [REDACTED], I directed and executed highly-intensive PR programs, playing a critical role in fulfilling strategic marketing objectives for scores of clients. This includes high-profile media placements, press releases, social media campaigns, marketing content creation and blog writing projects.



In closing, I am thrilled at the possibility of being involved with an organization such as Framingham Public Schools. I appreciate your consideration and look forward to hearing from you.

Regards,



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If yes, please explain

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If yes, please explain

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If yes, please explain

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No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Mount Pleasant	City/State	Wilmington, DE
# Years	2		

Undergraduate Institution #1

Type of School	College/University	Name of School	UNIV DELAWARE
State	Delaware	Attended From (mm/yyyy)	09/1994
Attended To (mm/yyyy)	12/1997	Graduation Date (mm/yyyy)	12/1997
Degree	Bachelor of Arts	Subject	Other: Communication



Undergraduate Institution #2

Type of School
State

Name of School
Attended From
(mm/yyyy)

Attended To
(mm/yyyy)
Degree

Graduation Date
(mm/yyyy)
Subject

Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1 **None**
Writing Ability

Reading Ability
Speaking Ability

Language 2 **None**
Writing Ability

Reading Ability
Speaking Ability

*If other, please
describe:

Reading Ability

Writing Ability

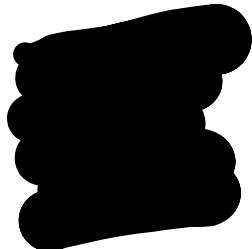
Speaking Ability

REFERENCES

Title
Address
State
Email
From



Relationship
City
Zip
Phone
To



Address
State
Email
From



Relationship
City
Zip
Phone
To



Title



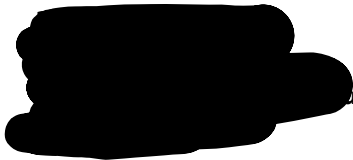
Relationship



Job Title: Media and Communications
Manager



Address
State
Email
From



City
Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer **Please see attached resume**
Employer's State

Present Title
Start Date

Work Experience #1

Employer

Employed from
(mm/yyyy)
Title

Employed to
(mm/yyyy)

Work Experience #2

Employer

Employed from
(mm/yyyy)
Title

Employed to
(mm/yyyy)

Work Experience #3

Employer

Employed from
(mm/yyyy)
Title

Employed to
(mm/yyyy)

ATTACHMENTS

Attachment

Resume



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release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above


Initials

Affirmation Date



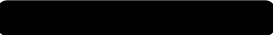


Work Experience




2014-03 to 2017-11
Marketing Manager
Natick, MA

Developed and implemented product marketing strategy, designed sales messaging and planned launch activities for a literacy software offering that is part of a leading educational solutions company. Developed engaging content and secured PR placements. Produced bylined articles, case studies, social posts, blog posts, sales email communication, and collateral. Launched and managed customer advisory board to help inform product and marketing design. Planned and moderated webinars. Managed multiple external vendors including research firm, PR agency, printer, designer, multimedia, logistics and conference booth production.



2013-05 to 2013-10
Public Relations Specialist (Contract)
Natick, MA

Managed multiple marketing and PR campaigns for leading developer of mathematical computing software. Worked with web development team, PR Agency, internal stakeholders and digital advertising firm on microsite launch. Composed PR strategy, analyst outreach, copy development, metrics design and social media messaging. Collaborated with email team to develop, launch and measure converged media campaigns.



2005-05 to 2013-03
Media Strategies Manager, Senior Account Executive
Newton, MA

Executed PR programs for B2B companies in hi-tech industries. Generated consistent, high-value media placements, including *The New York Times*, *The Wall Street Journal*, *USA*, *Bloomberg*, *The Washington Post*, *Fast Company* and *Forbes*. Delivered guidance for integrated media campaigns, customer and partner programs, crisis communications, employee communication programs, brand development and analyst relations. Helped grow existing budgets with customized projects-including targeted media campaigns, newsletters, and Twitter. Established dozens of thought-leadership campaigns to drive industry recognition and break into new markets with key messages. Managed account budgets while delivering at least 10 high-valued results on a monthly basis including more than a hundred reprint-worthy articles, dozens of case studies, speaking engagements and awards. Analyzed account productivity and return on investment monthly.

██████████
2002-05 to 2005-02

Public Relations Coordinator

New York, NY

Researched, planned and executed comprehensive public relations programs for a healthcare organization while it grew from 100K members to over a quarter of a million. Wrote, distributed and pitched press releases, advisories, and story ideas to print, radio, online and television media for one of New York City's largest HMOs. Reached targeted markets with consistent message through special event promotion and publicity campaigns. Served as a liaison between company and community organizations. Effectively coached company CEO and other key officers on speeches and presentations. Developed news section for company website.

██
2000-01 to 2001-05

Assistant Account Executive

New York, NY

Wrote press releases and press advisories for B2B and consumer clients. Aggressively pitched story ideas with breaking news outreach, targeting business and national publications. Wrote bylined articles for trade publications.

Education

1994 to 1998

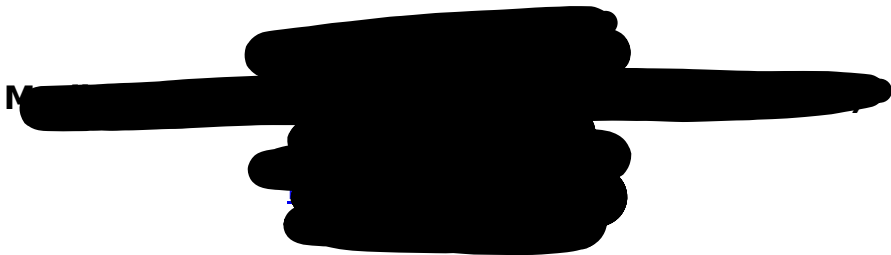
BA

Communication

University of Delaware

Cover Letter

No result available.



PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name

Last Name

Middle Name

Email

Have you worked here before?

Primary Phone

Present Address

Street
State
Country ica

City
Zip Code/Postal Code

Work Authorization

Are you legally able to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building
Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

Dear Whom It May Concern,

As a recent graduate from Framingham State University with a Communications Degree, I believe I am an excellent fit for the Media and Communications Manager opportunity. I look forward to the chance to show you how my educational background and other experience have prepared me to make an immediate contribution to Framingham Public Schools.

At Framingham State University, I learned a number of key skills that will enable me to thrive in this job. I have also refined my critical thinking and analytical skills, and have learned how to effectively meet deadlines, and work with various types of people to complete projects and tasks. I pride myself on being a fast learner and feel confident that I can quickly acquire any new skills I'll need to succeed in this role.

A copy of my resume is included for your review. I am extremely enthusiastic about this position and am ready to start making a meaningful contribution right away. I appreciate your time and look forward to hearing back from you soon.



Sincerely,



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Framingham High School	City/State	Framingham, MA
# Years	4		

Undergraduate Institution #1

Type of School	Community College	Name of School	MASS BAY CMTY COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	01/2012
Attended To (mm/yyyy)	05/2015	Graduation Date (mm/yyyy)	05/2015
Degree	Other: Associates	Subject	Other: General Studies

Undergraduate Institution #2

Type of School	College/University	Name of School	FRAMINGHAM STATE COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2015



Attended To **12/2017**
(mm/yyyy)
Degree **Bachelor of Arts**

Graduation Date **12/2017**
(mm/yyyy)
Subject **Other: Communications**

Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1 **Other***
Writing Ability **Fluent**
Language 2 **None**
Writing Ability
*If other, please
describe: **English**
Writing Ability

Reading Ability **Fluent**
Speaking Ability **Fluent**
Reading Ability
Speaking Ability
Reading Ability
Speaking Ability

REFERENCES



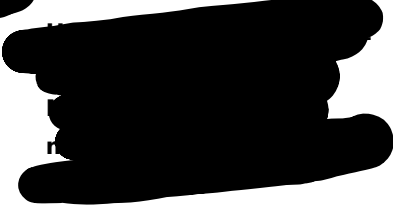
Title
Address
State
Email
From



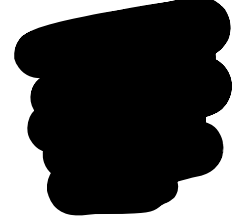
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To



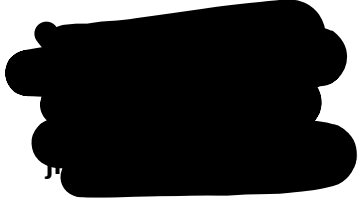
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State
Email
From



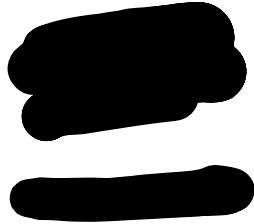
Relationship
City
Zip
Phone
To



Title
Address
State
Country
Email



Relationship
City
Zip
Phone





From



To

01/2018

EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

Customer Service Specialist

Employer's State

Massachusetts

Start Date

09/27/2016

Work Experience #1

Employer



Employed from
(mm/yyyy)

08/2012

Employed to
(mm/yyyy)

12/2017

Title

Hardlines Associate

Work Experience #2

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #3

Employer

Employed from
(mm/yyyy)

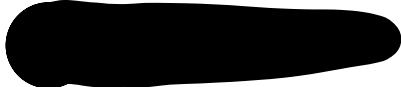
Employed to
(mm/yyyy)

Title

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this



application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date







PROFESSIONAL SUMMARY

Successful at presenting business concepts in an organized and persuasive manner. Deadline-driven and highly motivated. Graphic Designer who multi-tasks and manages time well in fiercely competitive, fast-paced environments.

SKILLS

- Extremely organized
- Detail-Oriented
- Customer Service- Oriented
- Excellent Communication Skills
- People Oriented
- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Office
- Strong Work Ethic

WORK HISTORY

Freelance Photographer, 06/2010 to Current

 Framingham, MA

- Photographed high-quality images for both print and Internet distribution.
- Performed advanced computer processing of images for assignments.
- Shot photographs in controlled lab, field and remote environments.
- Selected and altered secondary photographic features such as backdrops and lighting.

Freelance Graphic Designer, 09/2016 to Current

 – Framingham, MA

- Designed new on-brand visual elements to effectively convey concepts and messaging.
- Designed deployment patch for Army National Guard 1060th Transportation Unit.
- Designed for customer specific occasion.

Customer Service Specialist, 09/2016 to Current

 – Natick, MA

- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Politely assisted customers in person and via telephone.
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and

resolving problems on the spot.

- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
- Monitored cash drawers in multiple checkout stations to ensure adequate cash supply.

Hardlines Associate, 08/2012 to 12/2017

██████████ Framingham, MA

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Responded to customer questions and requests in a prompt and efficient manner.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Engaged with customers in a sincere and friendly manner.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.

EDUCATION

Bachelor of Arts: Communications, 2017

Framingham State University - Framingham, MA

Associate of Arts: General Studies, 2015

MassBay Community College - Wellesley, MA

ACHIEVEMENTS

- Designed deployment patch for 1060th Transportation Unit for Army National Guard that was worn by 200+ soldiers.
- Had a photograph of a penny published in New York's Best Sellers' book *You Can't Lie to Me* by Janine Driver.

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

January 23, 2018

**Inna Kantor-London
Assistant Superintendent for Human Resources
Framingham Public Schools
73 Mt. Wayte Avenue,
Framingham, MA 01702**

Dear Ms. Kantor-London:



Please accept my resume and cover letter for the Media and Communications Manager position with the Framingham Public Schools. A seasoned marketing communications professional, I have experience helping to enhance an organization's public image, facilitate engagement, and achieve its mission and vision. My diverse background includes adult education and substitute teaching for the Framingham Public Schools.

As a Consultant/Contractor I have created communication plans and strategies for clients, planned and managed special events and facilitated organizational and administrative efforts.

As the District Training & Development Specialist with the [REDACTED] my responsibilities included training administration and facilitation, creating and managed web content, liaising and writing and editing the human resources newsletter.

With the [REDACTED], I developed and implemented communication strategies to promote monthly professional development activities across the Tampa Bay region. My responsibilities included managing the communications committee and identifying contributors for the newsletter and website.

My background includes conceptualization, writing and editing employee communications and marketing material - print and web-based at John Hancock Financial, Inc. As marketing communications manager with [REDACTED]; I wrote and edited the company's first newsletter and supervised the daily newsletter team.

With my work and educational background, combined with a demonstrated ability to work with and influence stakeholders, I would be an asset to the Framingham Public Schools. I look forward to speaking with you soon about my qualifications for the position.

Sincerely,



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No



If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended **Dana Hall School** *City/State* **Wellesley, MA 02181**
Years **4**

Undergraduate Institution #1

Type of School **College/University** *Name of School* **SOUTHRN METHODIST UNIVERSITY**
State **Texas** *Attended From (mm/yyyy)* **08/1989**
Attended To (mm/yyyy) **05/1993** *Graduation Date (mm/yyyy)* **05/1993**
Degree **Bachelor of Arts** *Subject* **English**

Undergraduate Institution #2

Type of School *Name of School*
State *Attended From (mm/yyyy)*
Attended To (mm/yyyy) *Graduation Date (mm/yyyy)*
Degree *Subject*

Graduate Institution #1

Name of School **SETON HALL UNIVERSITY** *City/State* **South Orange, NJ**
From (mm/yyyy) **03/2008** *To (mm/yyyy)* **09/2009**
Graduation Date (mm/yyyy) **09/2009** *Degree* **Masters**
Degree Subject **Other: Strategic Communication & Leadership**

Graduate Institution #2

Name of School *City/State*
From (mm/yyyy) *To (mm/yyyy)*
Graduation Date (mm/yyyy) *Degree*
Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1 **None** *Reading Ability*
Writing Ability *Speaking Ability*
Language 2 **None** *Reading Ability*
Writing Ability *Speaking Ability*
**If other, please describe:* *Reading Ability*
Writing Ability *Speaking Ability*

REFERENCES



Title [Redacted] Relationship [Redacted]
Address [Redacted] City [Redacted]
State [Redacted] Zip [Redacted]
Country [Redacted]
Email [Redacted] Phone [Redacted]
From [Redacted] To [Redacted]

[Redacted] Relationship [Redacted]
Address [Redacted] City [Redacted]
State [Redacted] Zip [Redacted]
Country [Redacted]
Email [Redacted] Phone [Redacted]
From [Redacted] To [Redacted]

[Redacted] Relationship [Redacted]
Address [Redacted] City [Redacted]
State [Redacted] Zip [Redacted]
Country [Redacted]
Email [Redacted] Phone [Redacted]
From [Redacted] To [Redacted]
Reference Letter [Redacted]

[Redacted] Relationship [Redacted]
Address [Redacted] City [Redacted]
State [Redacted] Zip [Redacted]
Country [Redacted]
Email [Redacted] Phone [Redacted]
From [Redacted] To [Redacted]

EMPLOYMENT HISTORY

Present Position

Name of Employer [Redacted] Present Title **Contractor**
Employer's State **Massachusetts** Start Date **11/23/2011**

Work Experience #1

Employer **Self Employed** Employed from (mm/yyyy) **03/2014**
Employed to (mm/yyyy) **12/2016** Title **Consultant**

Work Experience #2

Employer [Redacted] Employed from (mm/yyyy) **12/2009**
Employed to **05/2010** Title **Communications Consultant**



(mm/yyyy)

Work Experience #3

<i>Employer</i>		<i>Employed from (mm/yyyy)</i>	06/2003
<i>Employed to (mm/yyyy)</i>	12/2009	<i>Title</i>	District Training & Development Specialist

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

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I agree to the terms above **Affirm**

Initials

Affirmation Date



Communications & Training Professional

Dynamic self starter with a record of achievement working independently and as a team member to achieve business results within complex organizations. Skilled at building awareness, facilitating engagement and enhancing an organization's image to further its mission.

· Writing and Collateral Development · Strategy and Concept Development · Training & Facilitation · Change

OBJECTIVE: To obtain the Media and Communications Manager position at the Framingham Public Schools.

PROFESSIONAL EXPERIENCE

[REDACTED], Boston, MA

Strategist

2011-

Key Accomplishments: Wrote, developed and conceptualized communications strategies to enhance clients' public image and facilitate the achievement of organizational goals. Managed special events and educational programming and facilitated training.

- Developed a comprehensive communications plan for [REDACTED] PR to position client as an authority in their area of expertise including strategies for social media, traditional media and ongoing book sales. Identified speaking opportunities and created client collaterals.
- Managed logistics for the Beth Israel Deaconess Medical Center Radiology Core Clerkship and other educational programs.
- Managed national training events for Axis Communications. Aligned marketing processes to ensure seamless event execution, including procurement of services, vendor billing and committed marketing budget.
- Wrote and developed Request for Proposals for [REDACTED] managed event logistics, provided database management and client research.
- Liaised with leaders and subject matter experts to define educational needs for the Executive Office of Labor and Workforce Development toward the consolidation of training activities.

[REDACTED], Tampa, FL

2009 - 2010

Communications Consultant

Key Accomplishments: Participated in the development of communication strategies to increase awareness about workforce development.

- Created awareness for business initiatives such as career fairs and student scholarships worth \$425,000.
- Pitched news stories and garnered earned media
- Participated in website and Intranet audits
- Assisted in the development of strategies to revise and maintain company website and Intranet

[REDACTED], Tampa, FL

2003 - 2009

District Training & Development Specialist

Key Accomplishments: Conceptualized, wrote, edited and designed the human resources newsletter. Managed, promoted and facilitated training events. Managed District-wide training team and vendors. Developed and managed Intranet and SharePoint content.

- Assessed District-wide training needs and facilitated delivery of training courses for more than 700 employees
- Liaised with management and education professionals regarding staff and organizational development needs and annual training plan
- Provided consultation and information about company learning and educational benefits
- Managed procurement and billing for training services

[REDACTED] Tampa, FL
VP Communications/Newsletter Editor (Volunteer) 2004 - 2008
Key Accomplishments: Image building, engagement and community outreach through revitalization of chapter communications vehicles. Promoted monthly professional development events and other initiatives across the Tampa Bay region.

- Created, wrote, edited and co-designed four-color, web-based newsletter.
- Oversight of Chapter website redevelopment
- Lead Communications Committee
- Board member

[REDACTED] Boston, MA 2000 - 2002
Communications Consultant
Key Accomplishments: Provided corporate image building and created awareness for newly demutualized agency. Conceptualized, wrote and co-designed stock plan, 401(k) plan, benefits enrollment, recruitment brochures, and new-hire, work-life and workforce diversity marketing collateral.

- Liaised with human resources leadership toward the development of marketing communications strategies for key company objectives
- Wrote and developed marketing communications material and content - print and web based - for a target audience of more than 15,000 active and retired home office and subsidiary associates
- Audited and revamped Human Resources Intranet
- Created and managed human resources content for company Intranet toward outreach and engagement efforts

[REDACTED] Boston, MA 1997 - 1998
Marketing Communications Manager
Key Accomplishments: Enhanced City Year's public image. Pitched news stories and garnered earned media. Conceptualized, wrote and designed the first company newsletter and other marketing collateral.

- Liaised with leadership for the development of marketing communications strategies to promote business objectives
- Cultivated relationships with the news media
- Supervised five newsletter staff in planning and development of daily publication
- Participated in the planning and execution of special events

[REDACTED] Boston, MA 1995 - 2000
Publicist
Key Accomplishments: Enhanced clients' public image through extensive media coverage on topics such as anti-tobacco, banking, education, real estate, women's issues and missionary projects. Conceptualized, wrote and developed the "Call for Entries" which garnered \$40,000 in event funding. Secured vendors, keynote speaker and emcee. A partial list of clients includes: Massachusetts Department of Health, Boston Bank of Commerce, The Publicity Club of New England, Concord Baptist Church of Boston and YWCA Boston.

- Wrote press releases, pitched news stories and garnered earned media for clients
- Lead awards committee and vendors in the development and production of the *Bell Ringer Awards*
- Managed logistics and vendors for the *YWCA Boston Women's Achiever Awards*
- Managed client database

[REDACTED] Boston, MA 1993 - 1995
Public Information Officer
Key Accomplishments: Created awareness internally and externally about agency's new management initiatives. Wrote, edited and co-designed newsletter with a biweekly readership of more than 3,000 stakeholders that focused on best case-practice among area offices and human service organizations.

- Wrote press releases, pitched news stories and obtained media placements
- Cultivated relationships with the news media
- Wrote *Staff Spotlight* articles for agency's bi-monthly newsletter
- Assisted with special events

EDUCATION

Seton Hall University, South Orange, NJ 2009
Master of Arts, Strategic Communication and Leadership

University of Massachusetts Boston, Boston, MA 1995
Certification, Corporate and Promotional Communications

Southern Methodist University, Dallas, TX 1993
Bachelor of Arts, English (Emphasis Communications)

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position?

Contact Information

First Name

Middle Name

Have you worked here before?

Last Name

Email

Primary Phone

Present Address

Street

State

Country

City

Zip Code/Postal Code

Work Authorization

Are you legally able to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building

Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

January 22, 2018

Ms. Inna Kantor-London
Assistant Superintendent for Human Resources
Framingham Public Schools
73 Mt. Wayte Avenue, Suite #5
Framingham, MA 01702

Dear Ms. Kantor-London,

I welcome this opportunity to apply for the position of Media and Communications Manager with the Framingham Public Schools. You will see that I have more than 10 years of experience in marketing complemented by years of experience teaching marketing and public relations to undergraduate and graduate students.



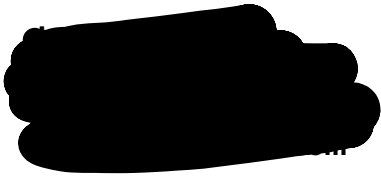
You will gain an experienced communicator able to work with internal collaborators while communicating with, not just to, external audiences. My experience with [REDACTED] earned Competent Communicator, ensures that you will have a poised spokesperson when needed and a valuable resource for others to draw on when preparing speeches and comments.

My experiences and networks include public schools, colleges, chambers of commerce, economic development council, businesses from local pizza shops to multinational corporations, town boards, and professional organizations. I am accustomed to dealing with a wide range of people with diverse backgrounds and needs.

Grounded in traditional marketing and adept with new technologies and media I will be able to support the administration in their quest to meet the needs of the multiple stakeholders that make up a public school system.

I look forward to meeting with you to discuss how I can contribute to the success of the Framingham Public School System.

Regards,



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination



EDUCATION

Secondary/High School Information

School Attended **Tantasqua Regional High School** *City/State* **Sturbridge, MA**
Years **4**

Undergraduate Institution #1

Type of School **College/University** *Name of School* **UNIV CONNECTICUT**
State **Connecticut** *Attended From (mm/yyyy)*
Attended To (mm/yyyy) *Graduation Date (mm/yyyy)*
Degree **Bachelor of Science** *Subject* **Business**

Undergraduate Institution #2

Type of School *Name of School*
State *Attended From (mm/yyyy)*
Attended To (mm/yyyy) *Graduation Date (mm/yyyy)*
Degree *Subject*

Graduate Institution #1

Name of School **CLARK UNIVERSITY** *City/State* **Worcester, MA**
From (mm/yyyy) *To (mm/yyyy)*
Graduation Date (mm/yyyy) *Degree* **Masters**
Degree Subject **Business**

Graduate Institution #2

Name of School **UNIV CONNECTICUT** *City/State* **Storrs, CT**
From (mm/yyyy) *To (mm/yyyy)*
Graduation Date (mm/yyyy) *Degree* **Doctorable**
Degree Subject **Business**

LANGUAGE SKILLS

Language Skills

Language 1 **Spanish** *Reading Ability* **Moderate**
Writing Ability **Moderate** *Speaking Ability* **Moderate**
Language 2 **Other*** *Reading Ability* **Basic**
Writing Ability **Basic** *Speaking Ability* **Basic**
If other, please describe:* **Italian *Reading Ability*
Writing Ability *Speaking Ability*

REFERENCES



Title
Address



Relationship
City



Job Title: Media and Communications
Manager

State

Email

From

Reference Letter

Zip

Phone

To

Title

Address

State

Country

Email

From

Reference Letter

Relationship

City

Zip

Phone

To

Address

State

Email

From

Reference Letter

Relationship

City

Zip

Phone

To

EMPLOYMENT HISTORY

Present Position

Name of Employer

Employer's State

Present Title

Start Date

Marketing Director/Co-owner

01/01/2013

Work Experience #1

Employer

Employed to
(mm/yyyy)

Employed from
(mm/yyyy)

Title

09/2013

Adjunct Instructor

Work Experience #2

Employer

Employed to
(mm/yyyy)

Employed from
(mm/yyyy)

Title

01/2007

Assistant Professor

Work Experience #3

Employer

Employed to
(mm/yyyy)

Employed from
(mm/yyyy)

Title

ATTACHMENTS

Attachment

Resume



Transcripts
DESE Certification



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

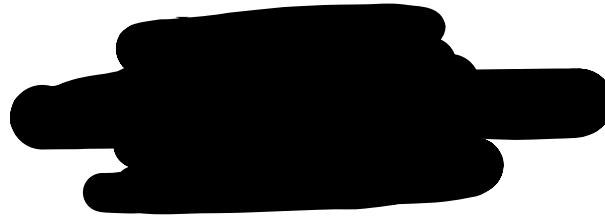
I agree to the terms **Affirm**
above

Initials

Affirmation Date



RESUME



Summary of Qualifications:

Fifteen years professional/managerial experience
Four years direct experience in staffing and human resources
MBA earned and teacher of MBA courses at local colleges
Massachusetts Educators License #410682, subject area Business
School Business Administrator license in process

Professional Experience:

Co-owner

, West Springfield, Massachusetts

- Preparation of financial statements and corporate bookkeeping
- Supervise Office Manager and Secretary/Recruiter
- Recruit and screen applicants including drug screening
- Instituted on site cheek swabs saving money and time
- Ensure completion of all employment paperwork
- Prepare and present employment packets including Employee Handbooks
- Record time sheets and payroll data
- Process departures, leaves, and terminations
- Process job transitions including promotions and status changes from temporary to permanent
- Participate in Chamber of Commerce and Economic Development Council meetings and events.

Manager

, West Concord and Franklin, Massachusetts

- Marketing and sales of scientific equipment to OEMs and end users
- Supervised sales assistants
- P&L responsibility for assigned product line
- Increased sales 25%
- Introduced 3 new products
- Responsible for international sales
- Negotiated with independent sales representatives
- Created and implemented advertising program and trade show participation
- Designed, sourced, and installed new trade show booth
- Negotiated OEM contracts; pricing and terms of service
- Negotiated and supervised 2 year government contract (NSF)

[REDACTED]

Teaching Experience:

Business Teacher

[REDACTED]
Teaching Accounting, Financial Literacy, Introduction to Business

Substitute Teacher

[REDACTED] Public Schools, [REDACTED] Massachusetts
[REDACTED] Public Schools, [REDACTED] Massachusetts

Adjunct Faculty

[REDACTED] College, [REDACTED], MA
[REDACTED] University, [REDACTED], MA
[REDACTED] College, [REDACTED], Massachusetts
[REDACTED] University, [REDACTED], MA
[REDACTED] College, [REDACTED], MA

Education:

Graduate

University of Connecticut, School of Business, Storrs, Connecticut
Doctoral program in Management, completed all coursework

Clark University, Graduate School of Management, Worcester, MA
MBA [Earned through part-time study while working full-time]

Undergraduate

University of Connecticut, School of Business, Storrs, Connecticut
B.S. in Business with Marketing major

Professional Memberships:

HRMA-Western Massachusetts
Toastmasters International
Economic Development Council
Chamber of Commerce

Community Service:

Finance Committee, [REDACTED]

Board of Trustees, [REDACTED]

Boy Scouts of America: Merit Badge Counselor, [REDACTED]

Boy Scouts of America: Cub Scout Den Leader, Assistant Cubmaster

Soccer Coach BU9, [REDACTED], Assistant Coach BU12

[REDACTED] Team Manager

[REDACTED] Elementary School, [REDACTED], Massachusetts
Community Member on School Based Council

February 16, 2018

Tiago Gadens , Staffing Manager
73 Mt Wayte Ave
Framingham, Massachusetts 01702

Dear Mr. Gadens,

I welcome this opportunity to apply for the position of Executive Director of Finance and Operations in the Framingham Public School Department.

You will gain a dedicated, hard working colleague with the following qualifications:

MBA and two years of doctoral work in management

Teaching experience at the high school and college level, courses in business and accounting
MA Educator's License in Business

Budgeting expertise gained from town Finance Committee, Condominium Board of Trustees,
business ownership, and years of leading case studies

Computing skills including Excel, Word, Access, SPSS, PeopleSoft, SalesForce

MA School Business Administrator license in process

Willing to attain MCPPO certification

Skilled communicator and presenter, earned Competent Communicator through Toastmasters

You will benefit from my experience and ability to work independently, attention to detail, and ability to explain and document the required processes, and team spirit.

Like most fields today finance and school administration are dynamic and it is important to stay current with national, state, and local requirements and with trends in processing technology. I maintain professional memberships and networks to ensure that I can provide up to date information on important topics to my colleagues and keep my own skills current. My experience with NEASC reviews means that you have someone able and willing to review processes, procedures, and forms looking for potential improvement to more effectively and efficiently serve our district.

I look forward to meeting with you to discuss how I would be able to help the School Administration department contribute to the Framingham Public Schools in fulfilling their mission and satisfying the multiple stakeholders in the community.

Yours very truly,

A large black rectangular redaction box covering the signature area of the letter.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **SchoolSpring**

Contact Information

First Name [Redacted]
Middle Name [Redacted]
Have you worked here before? [Redacted]

Last Name [Redacted]
Email [Redacted]
Primary Phone [Redacted]

Present Address

Street [Redacted]
State [Redacted]
Country [Redacted]

City [Redacted]
Zip Code/Postal Code [Redacted]

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted]

Ethnicity [Redacted]

Internal

Current Building
Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

January 22, 2018

To Whom It May Concern:

It is with great interest that I write to you regarding the Media and Communications Manager position posted on the Framingham Public Schools website. As a communications professional with a vast background in the creation of large-scale communications project plans, I believe I offer the diversified skill set required to excel in this role.

Over the past twelve years I have worked in the financial services industry in communications and sponsorship roles.

As the Senior Manager of Regional Communications at [Redacted], I led the development and execution of executives' communication plans in the firm's ten regions. This position offered me the opportunity to shape executives' messages to the sites they lead, while creating and leveraging the



communications vehicles that were most impactful to each of our unique regions. My responsibilities included scriptwriting and production of videos, editorial duties for several ongoing newsletters, maintenance of regional websites, the development and distribution of company-wide articles, and coordinating and crafting all executive memos from the Regional Leadership Team.

Before joining the Regional Communications team I spent eight years in various communications roles at Fidelity, which provided me with an opportunity to support a number of our company's businesses.

Currently, I am the Corporate Hospitality Manager at [REDACTED]. In this role I am the firm's single point of contact for client suite experiences at Gillette Stadium, Fenway Park and the TD Garden. In this role I ensure that Fidelity meets its compliance and utilization standards for the suite, while ensuring that the 3,500 clients attending annually have a unique and memorable experience.

Additionally, I manage a \$1M budget, oversee a team of suite hosts who serve as the face of the company at every event, and work closely with partners from the New England Patriots, Boston Red Sox, Boston Bruins and Boston Celtics to create lasting memories for our clients.

I also manage the firm's corporate sponsorship programs. With a sponsorship budget of over \$4M, my team is responsible for contract negotiation, creation of marketing materials, and client hosting for our partnerships with the Boston Pops, the International Tennis Hall of Fame, and the LPGA.

Apart from my responsibilities at [REDACTED] I am the creator of Friarbasketball.com, a college basketball website that has over one million page views annually. With over 11,000 followers on Facebook, as well as a significant presence on YouTube and Twitter, my site successfully leverages social media to further promote the program. I also create promotional videos, with the most popular exceeding 100,000 views on YouTube.

The opportunity on your team is an exciting one, and I would be thrilled to speak with you in more detail about how I believe I would be a strong asset to your school district.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been **No**
convicted of a
violation of law other
than a minor traffic
violation?

If yes, please explain

Have you ever had a **No**
professional
certificate revoked or
suspended?

If yes, please explain

Have you been **No**
convicted of any
offense for physical
or sexual abuse of a
child?

If yes, please explain

Have you ever had a **No**
charge of child abuse
against you
substantiated?

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another



employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

<i>School Attended</i>	St. John's Preparatory School	<i>City/State</i>	Danvers, MA
<i># Years</i>	4		

Undergraduate Institution #1

<i>Type of School</i>	College/University	<i>Name of School</i>	PROVIDENCE COLLEGE
<i>State</i>	Rhode Island	<i>Attended From (mm/yyyy)</i>	09/1997
<i>Attended To (mm/yyyy)</i>	05/2001	<i>Graduation Date (mm/yyyy)</i>	05/2001
<i>Degree</i>	Bachelor of Arts	<i>Subject</i>	English

Undergraduate Institution #2

<i>Type of School</i>		<i>Name of School</i>	
<i>State</i>		<i>Attended From (mm/yyyy)</i>	
<i>Attended To (mm/yyyy)</i>		<i>Graduation Date (mm/yyyy)</i>	
<i>Degree</i>		<i>Subject</i>	

Graduate Institution #1

<i>Name of School</i>		<i>City/State</i>	
<i>From (mm/yyyy)</i>		<i>To (mm/yyyy)</i>	
<i>Graduation Date (mm/yyyy)</i>		<i>Degree</i>	
<i>Degree Subject</i>			

Graduate Institution #2

<i>Name of School</i>		<i>City/State</i>	
<i>From (mm/yyyy)</i>		<i>To (mm/yyyy)</i>	
<i>Graduation Date (mm/yyyy)</i>		<i>Degree</i>	
<i>Degree Subject</i>			

LANGUAGE SKILLS

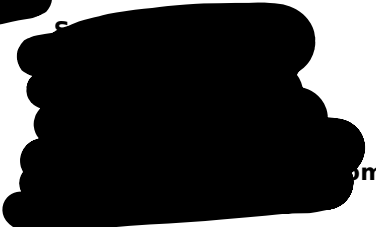
Language Skills

<i>Language 1</i>	None	<i>Reading Ability</i>	
<i>Writing Ability</i>		<i>Speaking Ability</i>	
<i>Language 2</i>	None	<i>Reading Ability</i>	
<i>Writing Ability</i>		<i>Speaking Ability</i>	
<i>*If other, please describe:</i>		<i>Reading Ability</i>	
<i>Writing Ability</i>		<i>Speaking Ability</i>	

REFERENCES



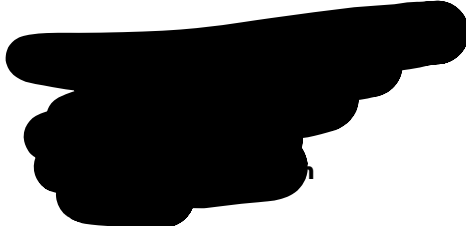
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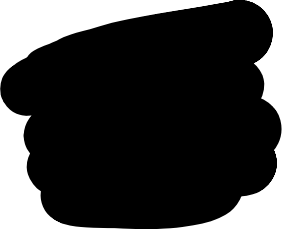
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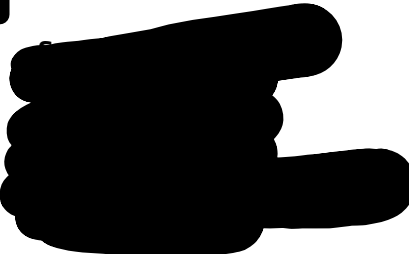
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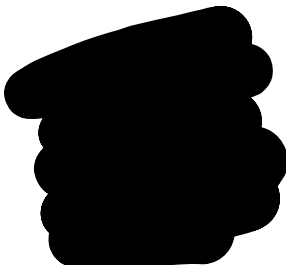
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EMPLOYMENT HISTORY

Present Position

Name of Employer	[Redacted]	Present Title	Corporate Hospitality Manager
Employer's State	Rhode Island	Start Date	07/22/2014

Work Experience #1

Employer	[Redacted]	Employed from (mm/yyyy)	05/2013
Employed to (mm/yyyy)	04/2014	Title	Senior Manager of Regional Communications

Work Experience #2

Employer	[Redacted]	Employed from (mm/yyyy)	12/2011
Employed to (mm/yyyy)	04/2013	Title	Communications Manager

Work Experience #3

Employer	[Redacted]	Employed from (mm/yyyy)	05/2006
Employed to (mm/yyyy)	11/2011	Title	Communications Analyst

ATTACHMENTS

Attachment

Resume [Redacted]



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Application Confirmation Statement

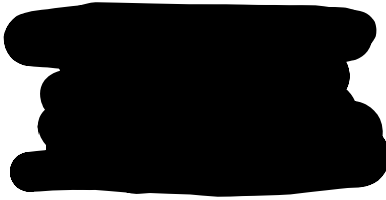
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I agree to the terms **Affirm**
above

Initials

Affirmation Date





PROFILE

A versatile communications professional with over a decade of proven experience in project management, content creation, social media platforms, client hospitality, sponsorships, and executive communications consulting. Creator of [REDACTED] a website with over one million page views annually, covering [REDACTED]

EXPERIENCE

[REDACTED] (December 2004 – Present)
Corporate Hospitality Manager (July 2014 - Present)

- Create and deliver on the vision for [REDACTED]'s Corporate Sponsorship and Hospitality programs, managing the firm's client experience for our suites at Fenway Park, the TD Garden and Gillette Stadium, and sponsorships with the Boston Pops, LPGA, and International Tennis Hall of Fame
- Ensure client-facing business partners have greater opportunities to build and foster relationships with over 4,000 clients hosted annually at our events
- Manage a sponsorship account manager and a team of suite hosts who welcome guests and coordinate the suite experience
- Oversee a \$5M budget covering all sponsorship opportunities, marketing materials, ticketing, food and beverage, and suite hosting expenses
- Partner with Compliance to ensure [REDACTED]'s high standards of client service are upheld
- Maintain outstanding relationships with partners at the New England Patriots, Boston Red Sox, Boston Celtics, and Boston Bruins by serving as the firm's single point of contact for those organizations
- Develop best practices to streamline internal and external communications

[REDACTED]
Senior Manager, Regional Communications (May 2013 - April 2014)

- Oversaw and executed the communications strategy for executives leading [REDACTED]'s largest sites across the country, with locations in Rhode Island, Florida, Utah, New Mexico and New Hampshire
- Created communication collateral to reinforce [REDACTED]'s mission and the goals of each region through executive memos, the development of site-specific intranet sites, newsletters, video presentations, and digital signage
- Developed executive content for events that Regional Leaders hosted, including recognition events, town halls, site visits, and business partner sessions
- Managed communications working teams in each of the regions to ensure quality and consistency of content in every communications channel

Communications Manager
April 2013)

(December 2011 -

- Led internal communication efforts for key initiatives at all levels of the [REDACTED] organization, aligning project plans with Fidelity's business strategy and change management initiatives
- Served as Editor of the [REDACTED], an internal e-newsletter providing over 6,000 client-facing associates with critical information to help them effectively respond to client needs

Communications Analyst
2011)

(May 2006 - November

- Developed communications resources, including daily intranet articles sent to all associates in the [REDACTED] organization, email communications, scriptwriting for senior leadership video tapings, and promotional campaigns for enterprise-wide initiatives
- Led communication, production, and promotional efforts in introducing our internal website, [REDACTED]Central, the primary resource for [REDACTED] phone representatives to access information needed to assist customers

Customer Service Representative - Human Resources
2004 - May 2006)

(December

- Provided Human Resources guidelines and polices to [REDACTED] associates as a member of the inaugural HR class for Customer Service Support
- Consistently exceeded site-wide goals for effectiveness, schedule adherence, call scores, average handle time, and survey results

[REDACTED]
Present)
Creator and Editor in Chief

(December 2009 -

- Creator and Editor in Chief of independent website garnering over one million page views annually, covering all aspects of [REDACTED]
- Maintain a significant social media presence, including over 11,000 likes on Facebook, YouTube videos with over 100,000 views, and a substantial presence on Twitter

[REDACTED]
April 2004)
Client Services Coordinator
April 2004)

(July 2002 -

(November 2003 -

- Promoted to Coordinator position to focus on increased responsibilities including distribution, planning, and workload allocation of five Client Services Representatives

Client Services Representative
November 2003)

(July 2002 -

- Managed distribution and circulation services for major newspapers including **The New York Times**, **The Washington Post**, and **The Boston Globe**, while providing high quality customer care to clients nationwide

EDUCATION

Providence College
Bachelor of Arts, English

Providence, RI
May 2001

COMPUTER SKILLS

Highly skilled in Microsoft Office (Excel, Word, PowerPoint), Adobe Professional, Blogger, WordPress, and Social Media networks

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Employee Referral**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in your open position as Media and Communications Manager. I strongly believe I have the necessary skills for this position given my education, relevant experience and background. I have always been passionate about working within the education sector and am excited about the possibilities.

During the past two years, I have continued to hone my writing skills while holding a staff writer position at lifestyle blog [Redacted]. Within this position, I regularly collaborate with local boutiques and restaurants throughout Boston to build sustainable partnerships. As part of my role I have enjoyed coordinating a team of interns to facilitate meetings, photo shoots, and social media branding which in turn has given me leadership skills that are essential for this position. These accomplishments and experiences have inspired me to work with students and assist them in ways that I was growing up.

Framingham Public Schools is specifically, close to my heart due to the high concentration of Brazilian



families. I moved to the United States from Brazil when I was 5 years old. I had to adapt to a whole new culture and learn a new language quickly. It was challenging at times but also a great experience. Now, I am the first member in my family to graduate college. I have dedicated time volunteering and offering workshops for children and adults on social media, branding, and marketing. It has been exciting to be able to give back in a way that supports others own self sufficiency.

My cultural and educational background provides me an understanding of appropriate communication strategies within this position. I could bring a vision to this role that would carry out the mission and essence of the Framingham public schools. I hope you will consider me for the role. It would be an honor working with the Framingham Public Schools. I look forward to the opportunity to speak with you further about the Media and Communications Manager position. If you have any questions or concerns, you may contact me at cspirete@outlook.com or by phone at (508) 414-9478.

Thank you.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Auburn High School	City/State	Auburn, MA
# Years	4		

Undergraduate Institution #1



Type of School	College/University	Name of School	SUFFOLK UNIVERSITY
State	Massachusetts	Attended From (mm/yyyy)	09/2013
Attended To (mm/yyyy)	05/2017	Graduation Date (mm/yyyy)	05/2017
Degree	Bachelor of Arts	Subject	Other: Public Relations

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)
Attended To (mm/yyyy)	Graduation Date (mm/yyyy)
Degree	Subject

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

Graduate Institution #2

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

LANGUAGE SKILLS

Language Skills

Language 1	Portuguese	Reading Ability	Fluent
Writing Ability	Fluent	Speaking Ability	Fluent
Language 2	Spanish	Reading Ability	Moderate
Writing Ability	Moderate	Speaking Ability	Moderate
*If other, please describe:		Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES



Title	
Address	
State	
Email	.com
From	2016

Relationship	
City	
Zip	
Phone	
To	



Relationship	
--------------	--

Job Title: Media and Communications
Manager

Address

State

Email

From

City

Zip

Phone

To

Title

Address

State

Email

From

Reference Letter

Relationship

City

Zip

Phone

To

EMPLOYMENT HISTORY

Present Position

Name of Employer

Employer's State

Present Title

Start Date

Front Desk Manager on Duty

11/03/2016

Work Experience #1

Employer

Employed to
(mm/yyyy)

05/2017

Employed from
(mm/yyyy)

Title

03/2015

Event Coordinator

Work Experience #2

Employer

Employed to
(mm/yyyy)

01/2017

Employed from
(mm/yyyy)

Title

05/2016

Social Media Coordinator

Work Experience #3

Employer

Employed to
(mm/yyyy)

08/2016

Employed from
(mm/yyyy)

Title

05/2015

Conference Assistant

ATTACHMENTS

Attachment

Resume

DISCLAIMERS AND AFFIRMATION

District Policy

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having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

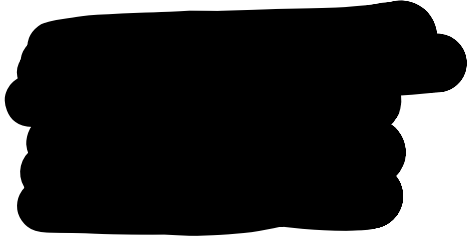
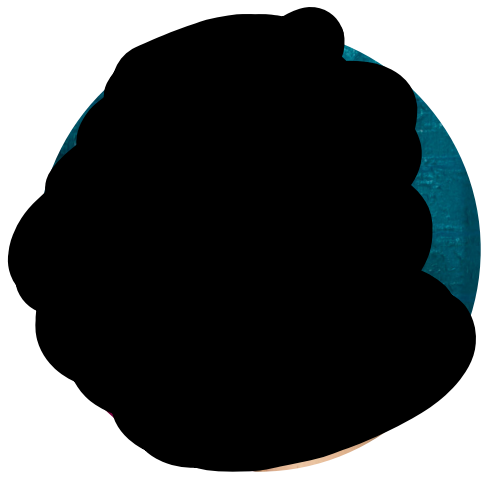
I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

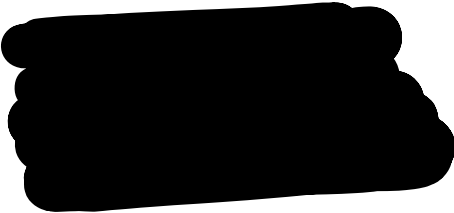
Initials

Affirmation Date

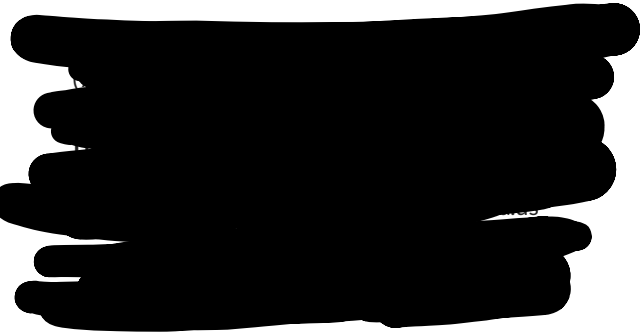




CONTACT



REFERENCES



COMMUNITY SERVICE

BOSTON DEBATE LEAGUE
VOLUNTEER JUDGE

EQUINOX FRANKLIN STREET
BRAND AMBASSADOR

SUFFOLK UNIVERSITY
SERVICE DAY

YWCA
YOUTH CONNECT

EXPERIENCE



STAFF WRITER | SEPT 2015 - PRESENT

- Coordinate and manage meetings/photoshoots with boutiques.
- Produce/edit clear and concise articles for publication.
- Brainstorm and pitch new stories/ideas for articles or features.
- Work in partnerships with local boutiques/restaurants for featured articles.
- Plan/implement proactive strategies through social media to promote the blog.
- Manage a team of interns during meetings and photoshoots.



FRONT DESK MANAGER ON DUTY | NOV 2016 - PRESENT

- Supervise front desk and oversee staff
- Professionally greet members and guests
- Answer phones to direct all inquiries to appropriate departments
- Update members' accounts and records
- Coach and lead the front desk team
- Provide the highest level of customer service to members, prospective members, and guests



INTERN | APRIL 2017 - JUNE 2017

- Assist with offsite and onsite event tasks.
- Locate venues to communicate goals and objectives for events.
- Organize award packets and raffles for events.
- Produce and edit concise documents using Adobe Photoshop and InDesign.



EVENT COORDINATOR | MAR 2015 - MAY 2017

- Coordinate our annual breast cancer awareness event.
- Curate an event each semester on and off campus.
- Collaborate with other Boston schools for Her Campus events.



SOCIAL MEDIA COORDINATOR | MAY 2016 - JAN 2017

- Attend weekly meetings to photograph new merchandise.
- Coordinate, monitor and manage content on all social media platforms.



CONFERENCE ASSISTANT | MAY 2015 - AUGUST 2016

- Check guests in/out of the residence halls.
- Issue and handle forms of payments from guests.
- Perform as a liaison between students and the residence life office
- Enforce the university's policies to our guests by documenting any violations.

EDUCATION

BACHELOR OF ARTS, MAJOR IN PUBLIC RELATIONS
SUFFOLK UNIVERSITY | 2013 - 2017
GPA: 3.6

SKILLS

- Event Coordination
- Customer Service
- Social Media
- Microsoft Office
- Adobe Suite
- Proficient in Portugese
- **Patient with Others**
- Hospitality
- Photography
- Word Press

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter [Redacted]

January 21, 2018

Inna Kantor-London
Assistant Superintendent for Human Resources
Framingham Public Schools
73 Mt. Wayne Ave., Suite #5
Framingham, MA 01702

Dear Ms. Kantor-London,

Your recent posting for a Media and Communications Manager captured my interest. The qualifications you seek match my accomplishments, experience and objectives. I have a deep understanding of how powerful and rewarding work in the education sector can be, and I would be pleased to offer my combination of expertise and ability to help grow your reach and impact.

With more than ten years of managerial experience in marketing and communications I can bring versatile, experienced leadership to this role. My hands-on approach to integrated and strategic marketing - utilizing traditional, online, and social tactics - has led organizations I work with to measurable increases in brand awareness, constituent engagement, and overall growth. Some highlights include:

- Implemented and managed internal and external communications, public relations, and events to varied audiences to increase public outreach
- Developed and managed integrated marketing and communications strategy and programs to varied audiences to enhance image, visibility, consumer awareness and brand engagement
- Strong project management skills including the ability to juggle, prioritize and balance competing goals, projects and personalities
- Collaborated with teams across functions to design, coordinate, and implement communications programs ensuring all materials are in line with approved strategy and reinforced the mission and direction articulated by senior management

Throughout my career, I have gained strong working values that make me a thoughtful, creative, diligent leader. These include: adhering to deadlines, establishing and meeting budgets, working with diverse groups of people, acute attention to detail, and high-quality production standards.

My demonstrated skills in marketing strategy and campaign planning along with my understanding of current and traditional implementation tactics can create a strong core for the work of building your communications efforts. I look forward to an interview for this position so that we can discuss in greater detail how my experience can benefit Framingham Public Schools. I can be reached at [REDACTED]

BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse **No**



against you
substantiated?

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

<i>School Attended</i>	Central H.S.	<i>City/State</i>	Manchester, NH
<i># Years</i>	4		

Undergraduate Institution #1

<i>Type of School</i>	College/University	<i>Name of School</i>	UNIV MASS AMHERST*
<i>State</i>	Massachusetts	<i>Attended From (mm/yyyy)</i>	
<i>Attended To (mm/yyyy)</i>		<i>Graduation Date (mm/yyyy)</i>	
<i>Degree</i>	Bachelor of Arts	<i>Subject</i>	

Undergraduate Institution #2

<i>Type of School</i>		<i>Name of School</i>	
<i>State</i>		<i>Attended From (mm/yyyy)</i>	
<i>Attended To (mm/yyyy)</i>		<i>Graduation Date (mm/yyyy)</i>	
<i>Degree</i>		<i>Subject</i>	

Graduate Institution #1

<i>Name of School</i>	CLARK UNIVERSITY	<i>City/State</i>	Worcester, MA
<i>From (mm/yyyy)</i>		<i>To (mm/yyyy)</i>	
<i>Graduation Date (mm/yyyy)</i>		<i>Degree</i>	Masters
<i>Degree Subject</i>			

Graduate Institution #2

<i>Name of School</i>		<i>City/State</i>	
<i>From (mm/yyyy)</i>		<i>To (mm/yyyy)</i>	
<i>Graduation Date (mm/yyyy)</i>		<i>Degree</i>	
<i>Degree Subject</i>			

LANGUAGE SKILLS

Language Skills

<i>Language 1</i>	None	<i>Reading Ability</i>	
<i>Writing Ability</i>		<i>Speaking Ability</i>	
<i>Language 2</i>	None	<i>Reading Ability</i>	
<i>Writing Ability</i>		<i>Speaking Ability</i>	
<i>*If other, please describe:</i>		<i>Reading Ability</i>	



Writing Ability

Speaking Ability

REFERENCES



Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]@com	Phone	[Redacted]
From	[Redacted]	To	[Redacted]



Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]



Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]

EMPLOYMENT HISTORY

Present Position

Name of Employer	[Redacted]	Present Title	Marketing and Communications Manager
Employer's State	Massachusetts	Start Date	06/19/2017

Work Experience #1

Employer	[Redacted]	Employed from (mm/yyyy)	10/2013
Employed to (mm/yyyy)	04/2017	Title	Marketing and Outreach Manager

Work Experience #2

Employer	[Redacted]	Employed from (mm/yyyy)	01/2010
Employed to (mm/yyyy)	10/2013	Title	Consultant

Work Experience #3

Employer	[Redacted]	Employed from (mm/yyyy)	04/2008
Employed to (mm/yyyy)	06/2009	Title	Communications Specialist

ATTACHMENTS



Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date



Versatile, resourceful and creative hands-on marketing communications and project manager with demonstrated ability bringing projects from concept to delivery utilizing organization expertise, people skills, and schedule, vendor and budget management. Proven results in market research, strategic brand identity, image development, public relations, and communications initiatives ensuring that brand messaging and market placement is consistent and tailored for relevant audiences.

Areas of Expertise

- Branding and identity marketing
- Integrated marketing planning
- Project management
- Social media
- Graphic design
- Market research
- Public relations
- Event planning
- Website content management
- Website development
- Presentation skills
- Digital communications

Experience

[REDACTED] Wellesley, MA — 2017-present

Marketing and Communications Manager

Develop and manage marketing, promotion, and communication programs to align with organizational objectives and broaden the awareness of the nonprofit business product offerings

- Work collaboratively with cross-functional teams to develop multi-channel marketing and communication resources that enhance company image and support software product sales
- Research and write blog posts, e-newsletters, and social media content; manage digital advertising
- Initiated process to standardize and repurpose content resulting in increased efficiencies and eliminating duplicated efforts

[REDACTED] Natick, MA — 2013-2017

Marketing and Outreach Manager

Planned and implemented marketing strategy for national nurse practitioner continuing education conference provider to expand awareness in marketplace, grow database and fill conferences

- Project-managed and developed all creative media for consumer-facing communications to promote upcoming conferences
- Improved brand awareness by identifying opportunities to showcase initiatives using public relations, promotions, advertising, social media, and tabling resulting in double digit database growth
- Analyzed data to efficiently market conferences to national audience
- Increased new attendee growth and built national brand recognition using Google Adwords, YouTube, Facebook, research tactics, retargeting advertising and direct mail, as well as niche print & electronic publications; resulting in 84% of conferences selling out during early registration
- Wrote e-mails with 34% average open rate and 10% click through
- Successfully pitched leading national category trade journal to publish article promoting organization's influence on the nurse practitioner field and positioning company as a leader in continuing education
- Maintained and updated WordPress website

[REDACTED]
[REDACTED] Framingham, MA — 2010-2013

Marketing Communications and Social Media Consultant

Developed strategic communications initiatives to create and improve brand positioning and customer awareness as a resourceful, creative consultant for non-profits and small businesses

- Established plans for social media strategies including Facebook, Twitter and YouTube to enhance online visibility of organizations, increase program participation, grow business and initiate dialog
- Leveraged public relations and e-marketing strategies to maximize development activities for the Arthritis Foundation resulting in a 91% increase in funds raised and a 59% lift in event participants
- Set up layout, wrote content and coached business owners using Constant Contact for email marketing; Produced and edited YouTube videos profiling services and customer satisfaction
- Created branded websites using WordPress and provided business owners training and marketing expertise in website content management

[REDACTED] Boston, MA — 2008-2009

Communications Specialist, College of Liberal Arts

Facilitated public relations, handled event planning, and managed website and publications

- Oversaw college communications, public information, print and website management including writing, editing and design
- Identified opportunities to showcase internal and external college initiatives, achievements and activities consequently expanding faculty participation and positioning the College of Liberal Arts as an innovative leader within the university
- Managed and planned successful College of Liberal Arts Graduation consisting of 50+ volunteers and over 2,000 guests; Honors Convocation, Open House and special events

Education

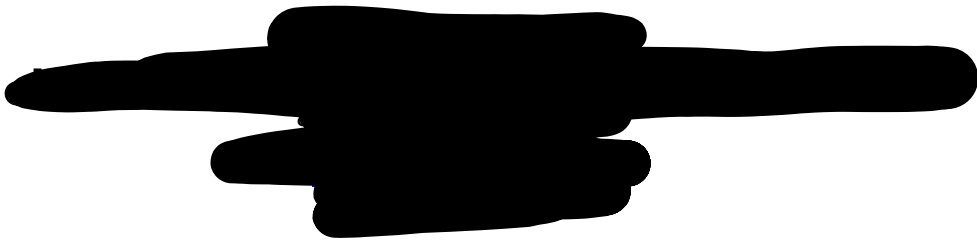
Master of Science, Professional Communication, Clark University, Worcester, MA

Bachelor of Arts, Communication Studies, University of Massachusetts, Amherst, MA

Certification, Digital Marketing, General Assembly, Boston, MA (anticipated completion May, 2018)

Cover Letter

No result available.



PERSONAL INFORMATION

General Information

How did you learn about this position?



Contact Information

First Name



Last Name



Middle Name

Email



Have you worked here before?



Primary Phone



Present Address

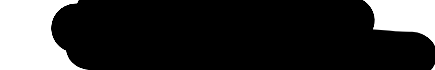
Street



City



State



Zip Code/Postal Code



Country



Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

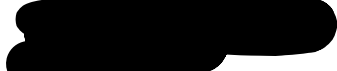


Ethnicity



Internal

Current Building



Present Job



Supervisor Name



COVER LETTER

Cover Letter

Cover Letter



Human Resources

73 Mt. Wayte Ave, Suite 5
Framingham, MA 01702
(508) 816-5818

RE: Media and Communications Manager



Dear Inna:

When I read through the description for this new Media and Communications Manager position, I immediately thought that I would be a great candidate for this position, even while having been an educator for the past nine years. You may be aware that I graduated from Framingham State University with a Bachelor's in Communications. What you may not know, however, is that I have maintained an active role in the media arts and continue to be passionate about the work.

During my time in the Framingham Public Schools, I was elected the [REDACTED] for the [REDACTED], which involved working with mass-communications, social media work, newsletter, and surveys to our members. I am familiar with many aspects of Public Relations administration and the media. I am highly efficient, and organize my time to complete tasks quickly and accurately. I am also self-motivated and can work very well independently or with a team.

Some of my experience includes:

- Resolving website design issues as the [REDACTED] for the [REDACTED].
- Tripling union member interaction through social media, surveys, events, and website tracking.
- Developing and submitting successful media grants to benefit Fuller Middle School.
- Organizing and implementing bilingual lesson plans for student and community use.

I am confident that my educational background in Communications and past work experience would be the best fit for this Media and Communications Manager position, and I am eager to contribute to our Framingham Public School's vision of success. I look forward to setting up an interview to discuss the position in more detail. You will find my resume at the end of this page.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?



No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended **Framingham High School** *City/State* **Framingham/Massachusetts**
Years **4**

Undergraduate Institution #1

Type of School **College/University** *Name of School* **FRAMINGHAM STATE COLLEGE**
State **Massachusetts** *Attended From (mm/yyyy)* **09/2004**
Attended To (mm/yyyy) **12/2008** *Graduation Date (mm/yyyy)* **05/2009**
Degree **Bachelor of Arts** *Subject* **Other: Communications**

Undergraduate Institution #2

Type of School *Name of School*
State *Attended From (mm/yyyy)*
Attended To (mm/yyyy) *Graduation Date (mm/yyyy)*
Degree *Subject*

Graduate Institution #1

Name of School **WORCESTER STATE COLLEGE** *City/State* **Worcester/Massachusetts**
From (mm/yyyy) **09/2016** *To (mm/yyyy)*
Graduation Date (mm/yyyy) *Degree* **Other: In progress - Masters**
Degree Subject **Foreign Language - [Spanish]**

Graduate Institution #2

Name of School **LASELL COLLEGE** *City/State* **Newton/Massachusetts**
From (mm/yyyy) **01/2016** *To (mm/yyyy)* **05/2016**
Graduation Date (mm/yyyy) *Degree* **Other: Masters in Communications P.R.**
Degree Subject **Other: Communications with a concentration in P.R.**

LANGUAGE SKILLS

Language Skills

Language 1 **Spanish** *Reading Ability* **Fluent**
Writing Ability **Fluent** *Speaking Ability* **Fluent**
Language 2 **Portuguese** *Reading Ability* **Moderate**
Writing Ability **Basic** *Speaking Ability* **Basic**
If other, please describe:* **Italian *Reading Ability* **Fluent**
Writing Ability **Basic** *Speaking Ability* **Moderate**

REFERENCES



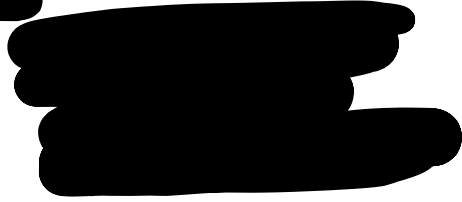
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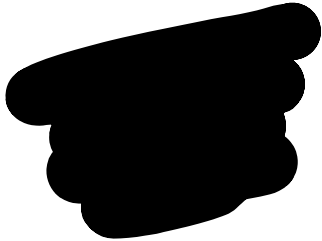
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Relationship
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Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer
Employer's State



Present Title
Start Date

Spanish teacher
09/01/2009

Work Experience #1

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #2

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #3

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title



ATTACHMENTS

Attachment

Resume

Transcripts



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

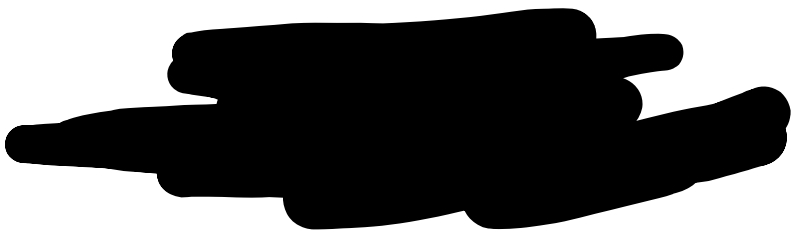
I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date





EDUCATION

Master of Arts in Spanish Literature
Bachelor of Arts in Communications

Worcester State University – *In progress*
Framingham State University – 2008

LANGUAGES

Spanish and English
Italian
Portuguese

Native fluency
Native intermediate
Conversational

WORK EXPERIENCE

[Redacted], Framingham, MA

09/2009-today

Foreign Language Educator

- Collaborated with staff in our school and across the district to align the Middle School Foreign Language curriculum and final exams.
- Was awarded several grants to cover technology equipment and field trips.
- Coordinated community outreach through website updates, newsletters, and student projects in both English and Spanish.
- Taught district-wide and in-building Professional Development on technology usage.
- Team leader of Foreign language in our middle school, coordinating instruction, organizing supplies and materials, and advocating for the department.

[Redacted], Framingham, MA

09/2013-07/2016

- Created a social media image, managed member surveys, and created relevant member news.
- Repaired and revamped the [Redacted] website by migrating to new web software and a logo.
- Represented [Redacted] in speaking to thousands of educators in my election as a minority delegate to the MTA Annual meeting and National Education Association Representative Assembly.

[Redacted], Framingham, MA

01/2014-12/2014

Television Production Club Instructor

10/2009-05/2010

- Delivered lessons in Spanish and English to teach proper camera and studio usage, interview guidelines, and camera work.
- Guided, wrote, and implemented a popular program for middle school media production.

SOFTWARE / COMPUTER

Microsoft: Word, PowerPoint, Publisher, FrontPage. • Google: Photo, Calendar, Slides, Forms, Web, etc. • Adobe: Photoshop, InDesign, Illustrator • Avid Video and HTML literate • Other: Mimio Connect, Aspen X2, Canvas, and other teaching software expertise

OTHER EXPERIENCE

- Private Spanish tutoring to grades 7, 8, and 10 in Natick.
- Photography for wedding, graduation, and small businesses.
- Website editor for small business and Framingham State University newspaper.

Cover Letter

No result available.

[REDACTED]
Media and Communications Manager (1827511)
[REDACTED]
[REDACTED]

PERSONAL INFORMATION

General Information

How did you learn about this position? [REDACTED]

Contact Information

First Name [REDACTED]

Middle Name [REDACTED]

Have you worked here before? [REDACTED]

Last Name [REDACTED]

Email [REDACTED]

Primary Phone [REDACTED]

Present Address

Street [REDACTED]

State [REDACTED]

Country [REDACTED]

City [REDACTED]

Zip Code/Postal Code [REDACTED]

Work Authorization

Are you legally able to work in the U.S.? [REDACTED]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [REDACTED]

Ethnicity [REDACTED]

Internal

Current Building [REDACTED]

Supervisor Name [REDACTED]

Present Job [REDACTED]

COVER LETTER

Cover Letter

Cover Letter

To Whom It May Concern:

I am writing about the Media & Communications Manager position for the Framingham Public Schools.

If you are looking for a fresh addition to the staff, I am someone with the talent and the energy to make a difference. You will notice within my resume that I have a variety of experiences including expansive writing skills, communications, social media, organizational skills, community relations, event planning, teaching, graphic design, marketing and branding, art, and other creative endeavors.

I welcome the idea of new opportunities, and my skill set and portfolio are in alignment with the responsibilities required for the position. My associates and current colleagues will tell you I am courteous, eager to learn, pay close attention to detail and am loyal to the job.

I would certainly like the opportunity to meet with you for a personal interview, and I look forward to hearing from you soon to discuss the possibility of employment. Thank you in advance for your consideration.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	St. Mary Academy - Bay View	City/State	Riverside, RI
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	EMERSON COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/1986
Attended To (mm/yyyy)	05/1990	Graduation Date (mm/yyyy)	05/1990
Degree	Bachelor of Arts	Subject	Theater

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)
Attended To	Graduation Date



(mm/yyyy)

(mm/yyyy)

Degree

Subject

Graduate Institution #1

Name of School

COLORADO CHRISTIAN UNIV

City/State

Lakeside, CO

From (mm/yyyy)

01/2009

To (mm/yyyy)

04/2010

Graduation Date
(mm/yyyy)

Degree

Degree Subject

Other: Curriculum & Instructional Design (Education)

Graduate Institution #2

Name of School

City/State

From (mm/yyyy)

To (mm/yyyy)

Graduation Date
(mm/yyyy)

Degree

Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1

Other*

Reading Ability

Fluent

Writing Ability

Fluent

Speaking Ability

Fluent

Language 2

Other*

Reading Ability

Basic

Writing Ability

Basic

Speaking Ability

Basic

*If other, please
describe:

**Fluent in English; Basic
knowledge of Italian**

Reading Ability

Writing Ability

Speaking Ability

REFERENCES



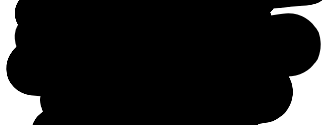
Title

[Redacted]

Relationship



Address



City



State

Zip

Email

Phone

From

To



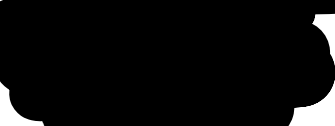
Title

[Redacted]

Relationship



Address



City

State

Zip

Email

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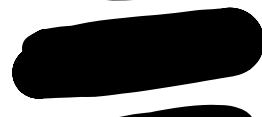
To



Title

[Redacted]

Relationship



Address



City

State

Zip



Job Title: Media and Communications
Manager



Country



Email

Phone

From

To



Title

Relationship



Address

City

State

Zip

Country

Email

Phone

From

To



EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

**Director f Communications /
Marketing & Communications
Department**

Employer's State

Rhode Island

Start Date

09/19/2012

Work Experience #1

Employer



Employed from
(mm/yyyy)

09/2012

Employed to
(mm/yyyy)

03/2018

Title

Instructor

Work Experience #2

Employer



Employed from
(mm/yyyy)

09/2010

Employed to
(mm/yyyy)

06/2015

Title

Teaching Artist/Guest Lecturer

Work Experience #3

Employer



Employed from
(mm/yyyy)

11/2007

Employed to
(mm/yyyy)

04/2010

Title

Director of Marketing & Design

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer



Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials



Affirmation Date

EXPERIENCE:

- [REDACTED] Providence, RI September 2012 – Present
Director of Communications/ Marketing & Communications Department
- Convey the “[REDACTED] voice” for all communication including annual campaign materials, speeches, class and program guides, event materials, letters, newsletters, ads, and articles
 - Communicate and integrate the [REDACTED] brand
 - Serve as a liaison between [REDACTED] departments (including Senior Management, Education, Fitness, Finance, Arts & Culture, Community Relations, etc.) and the greater Rhode Island community
 - Develop and maintain relationships with media outlets (including print, web, radio and television), clergy, service agencies, colleges/universities, government, and other organizations
 - Facilitate the design, content and functionality of websites jewishhallianceri.org and accessjewishri.org
 - Create [REDACTED]-related graphic design materials
 - Served as Interim Editor of [REDACTED] newspaper and continue to be a featured columnist
 - Spearheaded [REDACTED] from conception to completion (design, research, committee organization, etc.)
 - Educated and informed multi-cultural staff about Jewish and Christian holidays/feasts
- [REDACTED] Kingston, RI September 2012 – Present
Instructor for [REDACTED]
- Teach classes that include: Chill with Will: An Introduction to Shakespeare; Acting 101; A Midsummer Night’s Dream; From Tom to Tennessee: Analyzing the Autobiographical Elements in Tennessee Williams’ The Glass Menagerie; Macbeth; The Power of a Lie: The Children’s Hour & Lillian Hellman; Hamlet; Edgar Allan Poe; The Taming of the Shrew; Knowing Vincent (van Gogh); Express Yourself (painting class); The Importance of Being Earnest; Death of Salesman
- [REDACTED]; Providence, RI September 2010 – June 2015
Teaching Artist/Guest Lecturer for [REDACTED] Program
- Created various theater and arts curricula to coincide with learning initiatives for 7th & 8th grade
 - Taught classes that include Theatre 101, Script Analysis, Public Speaking, Holocaust Poetry, Imagination Immigration, Chinese Opera, and African Folktales
- [REDACTED] Warwick, RI November 2007 – April 2010
Director of Marketing & Design
- Designed graphic materials for [REDACTED], an all-male Catholic high school
 - Created and developed a new “brand” for institution
 - Served on 50th Anniversary Committee
 - Directed public relations initiatives and marketing for the school
 - Wrote, edited and produced [REDACTED] magazine)
 - Facilitated web design and content for www.hendricken.com
 - Served as design consultant for multiple staff members
 - Responsible for Annual Hall of Fame event, which inducts members of the [REDACTED] community and generates a \$4,000 scholarship for deserving freshman
 - Maintained a professional relationship with the Diocese of Providence, media outlets, external vendors, alumni, students and parents
- [REDACTED] West Warwick, RI June 2006 – October 2007
Marketing & Graphics Coordinator/Sales & Marketing Team
- Designed 200+ page product catalog and oversaw production and distribution
 - Designed promo pages and booklets for clients including Wal-Mart, Macy’s and Home Depot
 - Implemented and executed promotional programs for dealers and sales representatives
 - Wrote, edited and produced Central Focus, the company newsletter
 - Facilitated web design and content for www.centraloriental.com
 - Supervised marketing intern and served as design consultant for multiple staff members
- [REDACTED] Riverside, RI November 2004 – June 2006
Institutional Advancement/ Alumnae Relations
- Collaborated with Director of Institutional Advancement and Alumnae Relations
 - Developed and implement fundraising strategies
 - Served as senior writer for [REDACTED] magazine)
 - Provided event committees with planning resources, mailing coordination, registration and staffing
 - Maintained Development/Fundraising database ([REDACTED]) including expansion of events module and detailed gift histories
 - Maintained regular contact with Admissions, Finance, Elementary, Middle and High School Offices
 - Advised President and Chief Financial Officer on Human Resource issues and co-authored personnel manual

Boston, MA

July 2001- November 2004

Employee Relations Coordinator/Human Resources Department

- Assisted Director of HR and HR Administrator
- Served as Employee Relations Ambassador for 200+ employees; daily contact with all staff, including principals and associates
- Event Planner for all functions, including annual celebrations (Responsible for venue selection, promotion, invitations, negotiations and management; budget range \$0 to \$25K)
- Orchestrated in-house Continuing Education Program, redeveloped Professional Development database and facilitated a mentor program, called i2a, for architectural interns
- Planned a month-long celebration of sustainability
- Wrote grants for ergonomic training through Massachusetts DIA
- Advised United Way Campaign Committee and provided fundraising strategies
- Design Charrette Member 2004 for relocation and renovation of
- Designed 2003 award-winning brochure and collateral pieces for Library
- Interviewed candidates for entry-level positions and supervised junior staff
- Regular contact with EAP representatives, CAD trainers, vendors, and AIA personnel
- Represented at local and regional Human Resource workshops and meetings
- Maintained and updated Applicant Tracking System (ATS)

Boston, MA

May 1997 - August 2000

Marketing Coordinator

- Co-planned 125th Anniversary Gala
- Assisted Director of Marketing in day-to-day operations
- Prepared, edited, collated and assembled proposal submissions
- Maintained client and consultant mailing list and executed annual holiday mailing of 2,000 posters

EDUCATION:

Emerson College - Boston, MA

B.F.A. Theatre Arts

Colorado Christian University – Lakewood, CO

M.A. Curriculum & Instructional Design

(1 year of classes from 2009-2010)

COMPUTER SKILLS AND SOCIAL MEDIA:

MicroSoft Office Suite (Word, Excel, PowerPoint, etc.); Adobe Creative Suite (InDesign, PhotoShop, Illustrator, etc.); FileMaker Pro, Raiser’s Edge, Outlook, Facebook, YouTube, Prezi, WordPress

PERSONAL & PROFESSIONAL ACHIEVEMENTS:

- 2017 • Received Certification
- 2016 • Led two regional retreats for nonprofit organizations
- 2105 • Designed logo for Region 6 Annual Convention
- 2014 – Present • Contributing columnist for “The Jewish Voice”
- 2014 & 2017 • Keynote speaker at regional convention
- 2014 • Lecturer at Temple Emanu-El Leisure Club
- 2012 – Present • Acolyte, Eucharistic Minister, and Lector at St. Patrick Catholic Church
- 2011 • Consultant for ACT @ St. Andrew's theatre program
- 2011 – 2013 • Board Member at The Community Players; Pawtucket, RI
- 2011 • Served as PASS (Personal Assistance Services and Supports) staff for 8-year old boy with expressive language disorder
- 2010 • Tutored 8-year old actor on the set of “Body of Proof”
- 2010 • St. Mary Academy – Bay View Performing Arts Hall of Fame
- 2006 – 2010 • Eucharistic Minister at Immaculate Conception Church
- 2006 – 2010 • Member of St. Mary Academy – Bay View Alumni Advisory Council
- 2006 • Campaign team member (responsible for fundraising and event planning) for Emilio L. Navarro, Candidate for Cranston City Council – Ward 2
- 2004 – 2011 • Religious Educator at Immaculate Conception Church for 2nd Grade Holy Communion Candidates
- 2005 – 2007 • Guest Educator at Glen Hills Elementary School for 1st, 2nd, and 3rd graders
- 2002 • Completed two-day professional development Human Resources course
- 2002 • Taught Basic Ballet to inner-city children (ages 8-12)
- 2002 • Citizens Schools Architecture Apprenticeship instructor to middle school students
- 2001 • Organized and chaired “Change Your Life” Prayer Group at St. Mark’s Church; Dorchester, MA
- 1996 • Completed Dunn & Bradstreet professional development course in Marketing
- 1995 • Featured in PaperDirect’s *The Great Idea Book*

ACTIVITIES & ENJOYMENTS:

Art (including graphic design, drawing and painting), Acting, Dance, Music, Creative Writing, Reading, Knitting, Basic Sign Language, Event Planning, Nutrition, and Travel

References, Writing Samples and/ or Portfolio Furnished Upon Request

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Other: Referral / Framingham Source article**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

Hello Inna (or To Whom It May Concern),
If you're looking for enthusiasm, I'm the woman for this job. I am so excited just to tell you why I'm a good fit for this role - the thought of actually getting an interview has me smiling from ear to ear. I would love the opportunity to discuss it in person.

I'm a proud graduate of McCarthy Elementary, Fuller Middle, and Framingham High Schools. Beyond that I was active in the town recreation and high school extra curricular programs. I love Framingham and after careful consideration, I chose to raise my family here. My boys aren't yet of school age (3.5 and 10mos), but how amazing would it be to understand the parent perspective while helping to promote a positive public image for FPS? It sounds awesome to me.

My resume will show that I have experience in marketing, digital marketing, social media, and communications in events, retail/e-commerce, higher education, and in music. I love telling stories and finding new ways to do it. I love organizing information and making it easy for others to understand. My previous experience has prepared me well for this job. I would greatly enjoy working and living in the same city, as this would allow me

to be a more active community participant.

I appreciate your consideration and would love to chat more. Thank you so much for your time.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Framingham High School	City/State	Framingham
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	NORTHESTRN UNIVERSITY
State	Massachusetts	Attended From (mm/yyyy)	09/2000
Attended To (mm/yyyy)	06/2005	Graduation Date (mm/yyyy)	06/2005
Degree	Bachelor of Science	Subject	Other: Criminal Justice And Music Industry

Undergraduate Institution #2



Type of School
State

Name of School
Attended From
(mm/yyyy)

Attended To
(mm/yyyy)
Degree

Graduation Date
(mm/yyyy)
Subject

Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1
Writing Ability
Language 2
Writing Ability
*If other, please
describe:
Writing Ability

Other*
Fluent
Spanish
Basic
English

Reading Ability
Speaking Ability
Reading Ability
Speaking Ability
Reading Ability
Speaking Ability

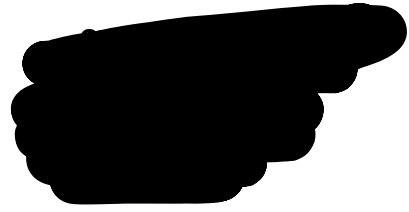
Fluent
Fluent
Basic
Moderate

REFERENCES

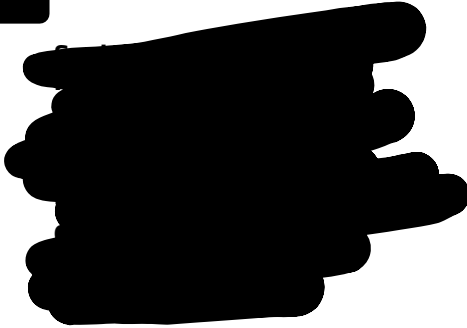
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Address
State
Email
From
Reference Letter



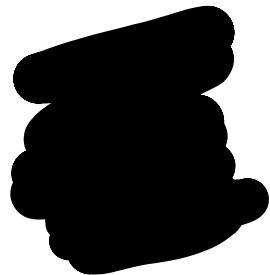
Relationship
City
Zip
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To



Title
Address
State
Email
From
Reference Letter



Relationship
City
Zip
Phone
To





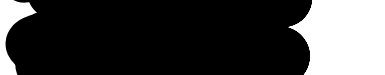
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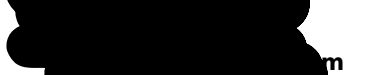


Address



City

State



Zip

Email



Phone

From



To



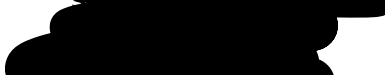
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Relationship

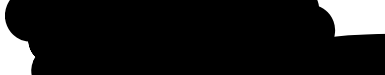


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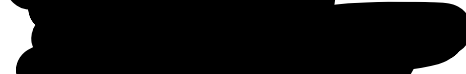
City

State



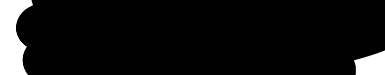
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Email



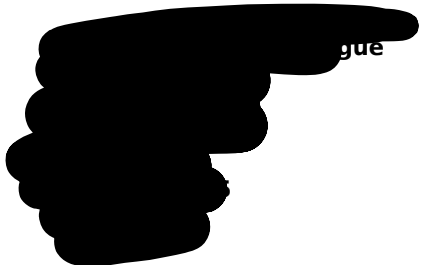
Phone

From



To

Reference Letter



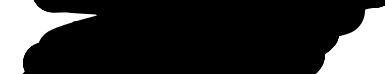
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Relationship

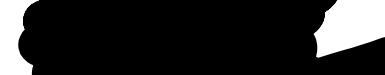


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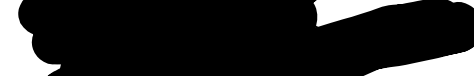
City

State



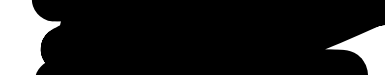
Zip

Email



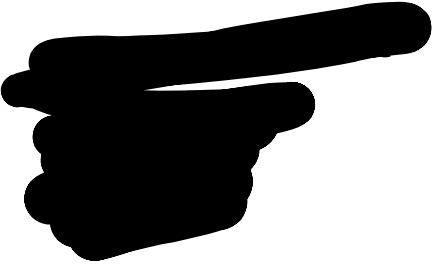
Phone

From



To

Reference Letter



EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

**Digital Marketing and Social
Media Manager**

Employer's State

Massachusetts

Start Date

04/19/2016

Work Experience #1

Employer



Employed from
(mm/yyyy)

01/2013

Employed to
(mm/yyyy)

02/2016

Title

Social Media Program Manager

Work Experience #2

Employer



Employed from
(mm/yyyy)

05/2010

Employed to
(mm/yyyy)

12/2012

Title

**Network Product Manager /
Marketing Manager**

Work Experience #3

Employer



Employed from
(mm/yyyy)

03/2006

Employed to
(mm/yyyy)

05/2010

Title

General Manager



ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

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I agree to the terms **Affirm**
above

Initials

Affirmation Date





Summary

I am a passionate, savvy, and ambitious marketing professional who is creative and detail-oriented. I am looking to join an organization where collaboration and innovation are paramount, and where I can contribute to success using cutting edge digital and social tools.

Skills

Facebook, Twitter, Instagram, Snapchat, LinkedIn, YouTube, Periscope, Spredfast (Conversations, Intelligence, Experiences, App Builder), Cision, Meltwater, Wyng (formerly Offerpop), Hootsuite, Wordpress, Flywheel, Web Browsers, Google (Drive, Analytics, Ad Words, GDN, GTM), Smartsheet, Highrise, Lighthouse, Pivotal Tracker, Basecamp, Brightcove, Workfront, Microsoft Office

Experience

Digital Marketing and Social Media Manager, [REDACTED], Boston, MA, April 2016 – Present

- Plan and execute full life cycle social marketing campaigns for several [REDACTED] events, both Conventures owned and client-operated. (Strategy, Content Creation, Paid/Organic Execution, Community Management, On-Site Activation, and Recaps)
- Manage Social Media communities including 11 FB Accounts, 10 Twitter Handles, and 8 Instagram Accounts
- Recruited and implemented several influencer programs successfully expanding the reach of event marketing, generating over 500k earned impressions and positive cash flow for ticket sales
- Generated 11x ROI on ticket sales for Boston Seafood Festival event in August 2016
- Generated 2500+ pieces of digital content from social posts, content articles, printables, and videos.
- Acquired new clients based on social campaign strategies, execution, and analytics to begin new cost center
- Utilized campaign recaps to increase budgets, prove success, and educate stakeholders, partners, and clients
- Executed real-time event posts including live video, recorded video, image collages, stories, and photo albums generating engagement and awareness, as well as real-time on-site activations
- Implemented Snapchat geo-filters for events resulting in increased engagement and brand awareness
- Executed Paid Search Campaigns, provided content for email newsletters and dedicated email campaigns, and worked with designers to execute print marketing assets to support goals and objectives
- Responsible for one direct report in Social Media and Public Relations tasks

Social Media Program Manager, [REDACTED], Framingham, MA, January 2013 – February 2016

- Planned, managed, and reported on effective B2B and B2C campaigns (paid and organic) on Facebook, Twitter, Instagram, Pinterest, Linked In, and YouTube
- Generated forecasts and beat benchmarks by measuring Impressions, Engagements (ER), Click-throughs (CTR), and Video Views (VTR) resulting in budget increases YOY
- Achieved 3.7M giveaway entries and 15K email opt-ins in one of the most successful integrated campaigns
- Generated more than 50k visits to website via season-specific content
- Achieved efficient CPEs of \$.08 during an influencer program in partnership with PR
- Utilized Periscope to publicize events to 1000+ followers
- Managed several Twitter Parties which initiated nationwide trending topics (each worth an estimated \$200k)
- Executed tactics to grow combined social audience to almost 2M Fans/Followers
- Supported the adoption of social media into corporate culture and into Staples products and services
- Partnered with stakeholders at Staples to support other key functions such as Content, SEO, E-Commerce, Internal Communications, and PR efforts
- Shared best practices and strategy in US programs with additional Staples territories worldwide

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **SchoolSpring**

Contact Information

First Name [Redacted]

Last Name [Redacted]

Middle Name [Redacted]

Email [Redacted]

Have you worked here before? [Redacted]

Primary Phone [Redacted]

Present Address

Street [Redacted]

City [Redacted]

State [Redacted]

Zip Code/Postal Code [Redacted]

Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted]

Ethnicity [Redacted]

Internal

Current Building

Present Job

Supervisor Name

COVER LETTER

Cover Letter

Cover Letter

Dear Hiring Committee,

With significant previous experience in education, marketing, communications, and project management, I believe that I would be an ideal candidate for Media and Communications Manager. In addition to the responsibilities outlined in my resume, I have experience and expertise in the following areas:

- Government, Education, Health Care System, For-Profit and Non-Profit Experience**
- Classroom Teaching & Administrative Responsibilities**
- Extensive Project/Product Management Experience**
- Customer Service & Support**
- Communications and Public Relations Responsibilities**
- Web Design and Refinement/ Content Development**
- Grant Review and Disbursement Responsibilities**
- Social Media Content & Analytics**
- Email Marketing**



Conference Exhibit and Donor Acknowledgement Event Planning Responsibilities
Significant Graphic Design and Photography Expertise
Extensive Budgeting Experience
Supervision of Vendors and Consultants
Supervisory and Hiring Experience (Paid and volunteer staff)
Development of Presentations for Community and Leadership Audiences

I look forward to the opportunity to learn more about the position and to speak with you about how I might be able to help you achieve your goals for Framingham Public Schools.

Please feel free to contact me anytime by e-mail or by phone.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

<i>School Attended</i>	Brien McMahon HS	<i>City/State</i>	Norwalk CT
<i># Years</i>	4		

Undergraduate Institution #1

<i>Type of School</i>	College/University	<i>Name of School</i>	NORTHESTRN UNIVERSITY
<i>State</i>	Massachusetts	<i>Attended From</i>	09/1985



<i>Attended To (mm/yyyy)</i>	04/1989	<i>(mm/yyyy)</i>	
<i>Graduation Date (mm/yyyy)</i>		<i>Graduation Date (mm/yyyy)</i>	05/1989
<i>Degree</i>	Bachelor of Arts	<i>Subject</i>	Visual Art

Undergraduate Institution #2

<i>Type of School</i>	College/University	<i>Name of School</i>	PAIER COLLEGE ART
<i>State</i>	Connecticut	<i>Attended From (mm/yyyy)</i>	09/1977
<i>Attended To (mm/yyyy)</i>	04/1977	<i>Graduation Date (mm/yyyy)</i>	
<i>Degree</i>	Other: 2 years	<i>Subject</i>	Visual Art

Graduate Institution #1

<i>Name of School</i>	UNIV MASS DARTMOUTH	<i>City/State</i>	DARTMOUTH MA
<i>From (mm/yyyy)</i>	01/2002	<i>To (mm/yyyy)</i>	12/2004
<i>Graduation Date (mm/yyyy)</i>	05/2005	<i>Degree</i>	Masters
<i>Degree Subject</i>	Visual Art		

Graduate Institution #2

<i>Name of School</i>		<i>City/State</i>	
<i>From (mm/yyyy)</i>		<i>To (mm/yyyy)</i>	
<i>Graduation Date (mm/yyyy)</i>		<i>Degree</i>	
<i>Degree Subject</i>			

LANGUAGE SKILLS

Language Skills

<i>Language 1</i>	Other*	<i>Reading Ability</i>	Fluent
<i>Writing Ability</i>	Fluent	<i>Speaking Ability</i>	Fluent
<i>Language 2</i>	Other*	<i>Reading Ability</i>	Fluent
<i>Writing Ability</i>	Fluent	<i>Speaking Ability</i>	Fluent
<i>*If other, please describe:</i>	Italian	<i>Reading Ability</i>	
<i>Writing Ability</i>		<i>Speaking Ability</i>	

REFERENCES

<i>Title</i>		<i>Relationship</i>	
<i>Address</i>		<i>City</i>	
<i>State</i>		<i>Zip</i>	
<i>Email</i>		<i>Phone</i>	
<i>From</i>		<i>To</i>	
<i>Title</i>		<i>Relationship</i>	
<i>Address</i>		<i>City</i>	
<i>State</i>		<i>Zip</i>	
<i>Email</i>		<i>Phone</i>	

Job Title: Media and Communications
Manager



From [Redacted] To [Redacted]
[Redacted]
Title [Redacted] Relationship [Redacted]
Address [Redacted] City [Redacted]
State [Redacted] Zip [Redacted]
Email [Redacted] Phone [Redacted]
From [Redacted] To [Redacted]

EMPLOYMENT HISTORY

Present Position

Name of Employer Present Title
Employer's State Start Date

Work Experience #1

Employer [Redacted] Employed from 06/2017
(mm/yyyy) Title Director of Communications & Community Outreach
Employed to 11/2017

Work Experience #2

Employer [Redacted] Employed from 06/2015
(mm/yyyy) Title Marketing & Communications Coord.
Employed to 06/2017

Work Experience #3

Employer [Redacted] Employed from 08/2004
(mm/yyyy) Title Dir of Visual Arts, K-12
Employed to 06/2015

ATTACHMENTS

Attachment

Resume [Redacted]
DESE Certification [Redacted]

DISCLAIMERS AND AFFIRMATION

District Policy

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Application Confirmation Statement

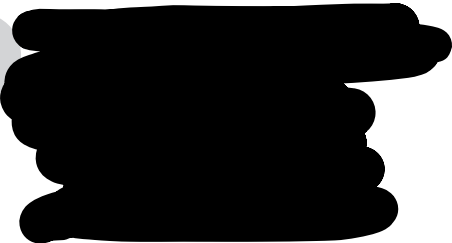
I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date





June 2017 - November 2017

Director of Communications & Community Outreach ▶ *Manage and produce marketing and communications for a two-property assisted living community. Supervise and support 2 marketing directors. Plan and produce community outreach programming. Oversee Search Engine Marketing (SEM) campaign. Manage and post social media content. Conduct prospect tours Design print material. Oversee print production, photography, and digital media projects.*

June 2015 - June 2017

Marketing & Communications Coord. ▶ *Manage and produce marketing and communications for a private special needs day & residential school. Post content to web site and Facebook page. Design print material. Oversee print production, photography, and digital media projects. Develop and manage direct mail marketing. Design and produce conference exhibit materials. Review and update critical database resources in Salesforce. Manage special projects, such as events, signage, presentations, etc. Obtain cost estimates, review and approve invoices, and update fiscal budget.*

August 2004 - June 2015

Director of Visual Arts, K-12 ▶ *Supervise twelve art educators at four schools. Coordinate curriculum connections to state frameworks and district goals. Manage professional development. Observe and evaluate professional and non-professional status teachers. Coordinate annual senior and district-wide art exhibits. Coordinate competitions and fundraisers. Write grant proposals. Participate in high school leadership meetings and budget planning. Teach 3-4 high school visual art classes, including AP Art History.*

July 1999 - 2003

Production Manager ▶ *Oversee the production of multi-media dissemination materials for the Division of Health Services Research & Development Service, serving the entire nation-wide VA network. Manage a fax-on-demand and fax broadcast system. Responsible for the distribution system and contact database. Contract with design and print vendors. Provide editorial, design and technical support to the Information Dissemination Program.*

March 1992 - 1997

Annual Giving Director ▶ *Manage direct mail and telemarketing appeals to generate annual giving income of \$1.1 million. Project budget expenditures and income. Compose and edit appeals. Evaluate and adjust Friends strategy to best fit the needs of the Association and its various constituencies. Schedule and cost estimate all phases of production for approx. 200 print projects per year. Purchase printing, finishing, and mailing services from assigned vendors. Provide technical assistance to Dept. Director, editors and designers. Responsible for all quality control. Supervise full-time Production Assistant.*

Work Prior to 1992

(1990-1992) Print Production Supervisor; (1989-1990) Production Coordinator; (1988-1989) Production Coordinator.



Professional License

MA Professional Secondary (Grades 5 -12) in Visual Arts.

Education

Master of Art Education (Summa Cum Laude): University of MA, Dartmouth, September 2004.

Bachelor of Arts, Fine Arts (Magna Cum Laude): University College, Northeastern University - 1989.

Technical Experience

Operating Systems: *Windows; Macintosh OS*

Software: *Constant Contact; Salesforce; WordPress; MS Word; MS Excel; MS Access; MS PowerPoint; ClarisWorks; Interleaf Publisher; CAT's Pajamas; JobTracker; Adobe Photoshop; Adobe InDesign; Adobe Illustrator; QuarkXPress; Raiser's Edge for Windows; Adobe GoLive; SIRs Student Database; X-2; iMovie; Baseline Edge; BudgetSense.*

Language Skills

Italian (Fluent)

References

Upon Request

Cover Letter

No result available.

[REDACTED]

Media and Communications Manager (1827511)

[REDACTED]

PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name [REDACTED] Last Name [REDACTED]
Middle Name [REDACTED] Email [REDACTED]
Have you worked here before? [REDACTED] Primary Phone [REDACTED]

Present Address

Street [REDACTED] City [REDACTED]
State [REDACTED] Zip Code/Postal Code [REDACTED]
Country [REDACTED]

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [REDACTED] Ethnicity [REDACTED]

Internal

Current Building [REDACTED] Present Job [REDACTED]
Supervisor Name [REDACTED]

COVER LETTER

Cover Letter

Cover Letter

Dear Hiring Manager,

I am writing in response to your open position for a Media and Communications Manager. I have over 9 years implementing and improving digital and content marketing strategies as well as being the face of communications for clients and volunteers. I have led in a Director and Managerial role for a decade mentoring employees and getting the very best out of my teams with a hands on collaborative approach.

With [REDACTED] I managed all communication for the Greater Boston region between the organization and volunteers, community partnerships, clients, and media. There I was able to mitigate issues hands on with a calm and diplomatic approach to each relationship.

I was hired at [REDACTED] due in part to my technical background with an eye towards improving the organizations approach to digital and content marketing statewide in the department as well as improve processes and technology. I implemented email marketing for greater boston, with a focus on content and keeping our volunteers and partnerships engaged, educated and informed on our vision and goals.



With [REDACTED] I managed all of their technical support for 17 client teams working closely with each team to make sure they and their websites were using the very latest in content and digital marketing strategies. Each client had unique needs, which we tailored to with custom marketing plans for each based on a variety of factors. I was the first line of communication for the clients, mitigating and resolving issues, concerns, and questions.

As a director, I have been open and collaborative, driving skill and leadership building with my staff, and giving them an opportunity to grow and make innovative decisions for themselves. I value a place where ideas are welcomed and the status quo is challenged to be better each and every day.

For over a decade I have been training and mentoring staff, volunteers, and clients, nurturing those relationships with positive feedback and a positive attitude toward remediating issues as they arose. I planned and managed all technical trainings for clients and staff, building their skills in things like digital and content marketing, managing and navigating their servers, and understanding how their software pieces interacted and worked with each other.

I have worked in all types of technical positions, from web development, QA, digital and content marketing including social media platforms, and DevOps monitoring servers and resources.

I look forward to speaking with you further and this wonderful opportunity to blend my skill set with my passion for working with kids and the community.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION



Secondary/High School Information

School Attended **South Shore Christian Academy** City/State **Weymouth,MA**
Years **4**

Undergraduate Institution #1

Type of School **College/University** Name of School **BRIDGEWATER STATE COLLEGE**
State **Massachusetts** Attended From **09/2001**
(mm/yyyy) (mm/yyyy)
Attended To **12/2003** Graduation Date **12/2003**
(mm/yyyy) (mm/yyyy)
Degree **Bachelor of Science** Subject **Other: Computer Science and Mathematics**

Undergraduate Institution #2

Type of School Name of School
State Attended From
(mm/yyyy)
Attended To Graduation Date
(mm/yyyy)
Degree Subject

Graduate Institution #1

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date Degree
(mm/yyyy)
Degree Subject

Graduate Institution #2

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date Degree
(mm/yyyy)
Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1 **None** Reading Ability
Writing Ability Speaking Ability
Language 2 **None** Reading Ability
Writing Ability Speaking Ability
*If other, please Reading Ability
describe:
Writing Ability Speaking Ability

REFERENCES

Title Relationship
Address City
State Zip



Country



Email

Phone

From

To



Title

Relationship

Address

City

State

Zip

Country

Email

Phone

From

To

Title

Relationship

Address

City

State

Zip

Country

Email

Phone

From

To

Title

Relationship

Address

City

State

Zip

Country

Email

Phone

From

To

EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

**Director, Greater Boston
Playspace**

Employer's State

Massachusetts

Start Date

11/14/2016

Work Experience #1

Employer



Employed from
(mm/yyyy)

11/2008

Employed to
(mm/yyyy)

11/2016

Title

**SQA and Support/Training
Manager**

Work Experience #2

Employer



Employed from
(mm/yyyy)

04/2010

Employed to
(mm/yyyy)

12/2010

Title

Consultant

Work Experience #3

Employer



Employed from
(mm/yyyy)

06/2001

Employed to
(mm/yyyy)

06/2010

Title

Volunteer



ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

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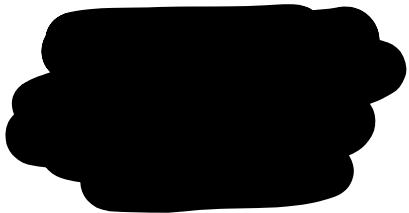
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I agree to the terms **Affirm**
above

Initials

Affirmation Date





TECHNICAL SKILLS

Digital Publishing/Marketing Project Management Email/Content Marketing CMS/Wordpress Whatcounts/Constant Contact SQL/HTML/CSS Ad Serving(Revive) Litmus Email Testing

MANAGEMENT SKILLS

Customer Support Client Training Process Improvement Risk Mitigation Staff Development Leadership Development Budget Management Google Analytics

PRODUCTIVITY TOOLS

GIT/SVN New Relic JIRA Confluence Media Temple Pingdom Bugzilla/Testopia Plesk/Rackspace

EXPERIENCE

[Redacted] Director (Jamaica Plain, MA) 2016-2017

I was hired to bring technical skills to the organization and a fresh perspective on digital and content marketing as well as manage the Greater Boston Region. I implemented new digital marketing initiatives and email marketing to the department as well as streamlined and improved processes bringing the organization into the digital age.

- Brought Confluence and other new software technologies into organizations to streamline processes
- Handled all email and content marketing for Greater Boston including testing and deployment
- Lead all client support for Greater Boston
- Improved security and process for confidential documentation and scanning
- Manage budget of nearly \$500k
- Supervise team of 3 direct reports, 1-2 interns(quarterly), 37 shelter partnerships, and 450 volunteers
- Mentored staff improving worst performer into a star employee
- Plan and lead Partnership meetings, trainings, and appreciation events throughout the year
- Streamlined legacy procedures into modern technology saving tens of thousands of dollars statewide.
- Spearheaded new corporate initiatives to reduce expenditures and increase productivity.
- Build strategy for yearly initiatives including recruitment and retention, campaigns, and new partnerships
- Collaborate with outside organizations on marketing opportunities, partnerships, and resource sharing

[Redacted] Client Support & SQA Manager (remote) 2008-2016

I was hired to stay at the forefront of digital and content marketing techniques and train their clients on all best practices surrounding content marketing, digital marketing, and email marketing. I worked closely with each client team to tailor the most cutting edge best practices with their business needs. This was a hands on position where I would implement many of these practices myself as a subject matter expert for clients who lacked the resources.

- Train all clients on digital publishing and content marketing best practices
 - Content Marketing and development, Email Marketing, digital ad serving
- Configuration of digital marketing ads in ad serving software
- Code complex if/then statements for email deployments for each client
- Email Template development(web/mobile optimized) and testing(Litmus)
- Improve processes with new technology integrations including JIRA, Confluence, Hipchat, and Basecamp
- Web development in HTML, CSS, and PHP

- Lead and mentor junior employees
- Define and build Web Upgrade and QA Development Processes
- Perform black & white box testing on complex web based applications across browsers & devices
- Assign and Prioritize work for 7-10 people
- SQL development and data manipulation

OTHER PROFESSIONAL HISTORY

[REDACTED] - Digital Content Web Consultant	2011-Present
[REDACTED] - Digital Content Web Consultant	2010

EDUCATION

Bridgewater State College, Bridgewater, MA	2004
BS Computer Science / Minor Mathematics	
● Advanced Web Authoring: JavaScript, Boston, MA	2007
● SAP ADM100 Web AS Administration I, Newtown Square, PA	2008
● Google Analytics IQ, Boston, MA	2009
● The Complete Digital Marketing Course	2017
● Content Marketing Foundations	2017
● Content Marketing ROI	2017
● R Programming	2017

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

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Gender [Redacted] Ethnicity [Redacted]

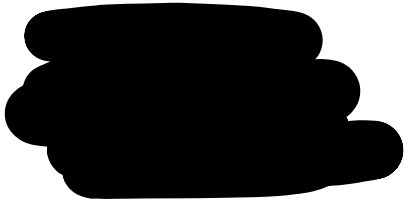
Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter [Redacted]



RE: Media and Communications Manager,

Dear Mr. Gadens,

It is with great interest that I am reaching out to you regarding your Media and Communications Manager position with Framingham Public Schools. I am a seasoned professional with a strong record of accountability, talent for connecting with people, and a high regard for institutional processes.

Below is a brief highlight of the position's duties and responsibilities listed in the job description, along with my experience and skills relevant to each requirement:

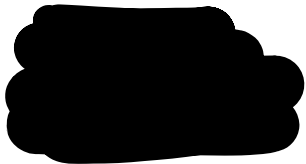
You Want...

- Coordinate, monitor, and manage content on District and school websites, and social media platforms.**
- Coordinate District public relations events, working with appropriate City, State, and/or Federal agencies.**
- Represent the District in community-wide programs and efforts, actively serving on committees as appropriate.**

I Have...

- Developed the website for [redacted] Bristol, RI [redacted]. I currently maintain the website, as well as their Facebook page.**
- Organized public, private, and government organizations in a tri-town shop small campaign as the East Bay Chamber communications associate; and implemented the Chamber's annual National Manufacturing Day tour, connecting Bristol-Warren Regional School District administrators and teachers with local manufacturing companies.**
- Served on the [redacted] Board of Directors as the Events Committee Chairperson; as well as served on the [redacted], acting as the liaison between [redacted]**

I welcome the opportunity to meet with you to discuss my qualifications further at your earliest convenience. Thank you for your consideration. I know I can get the job done.



BACKGROUND INFORMATION

Background



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If yes, please explain

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If yes, please explain

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No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Taunton High School	City/State	Taunton MA
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	EMERSON COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2002
Attended To (mm/yyyy)	05/2008	Graduation Date (mm/yyyy)	05/2008
Degree	Bachelor of Arts	Subject	Other: Broadcast Journalism

Undergraduate Institution #2

Type of School		Name of School	
State		Attended From (mm/yyyy)	
Attended To (mm/yyyy)		Graduation Date (mm/yyyy)	
Degree		Subject	

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date	Degree



(mm/yyyy)

Degree Subject

Graduate Institution #2

Name of School

City/State

From (mm/yyyy)

To (mm/yyyy)

Graduation Date
(mm/yyyy)

Degree

Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1

None

Reading Ability

Writing Ability

Speaking Ability

Language 2

None

Reading Ability

Writing Ability

Speaking Ability

*If other, please
describe:

Reading Ability

Writing Ability

Speaking Ability

REFERENCES

Title

Relationship

Address

City

State

Zip

Email

Phone

From

To

Reference Letter

Title

Relationship

Address

City

State

Zip

Email

Phone

From

To

Title

Relationship

Address

City

State

Zip

Email

Phone

From

To

EMPLOYMENT HISTORY

Present Position

Name of Employer

Present Title

Employer's State

Start Date



Work Experience #1

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #2

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #3

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

ATTACHMENTS

Attachment

Resume



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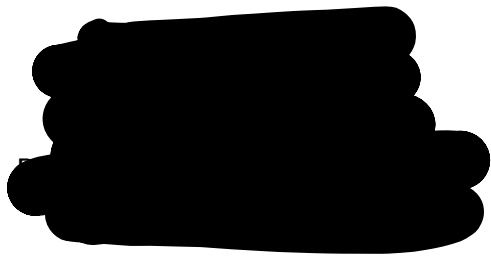
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I agree to the terms above **Affirm**

Initials

Affirmation Date





WORK EXPERIENCE

Communications Associate



3/2014 - 8/2017

- DEVELOP MARKETING STRATEGIES FOR PROGRAMS AND SERVICES, successfully delivering a events (Merchant Fair, Holiday Shopping Express) to a diverse and medium audience.
- CREATE AND MANAGE Facebook ads promoting various Chamber events and programs.
- ORGANIZE PUBLIC, PRIVATE AND GOVERNMENT ORGANIZATIONS in a tri-town shop small campaign, Holiday Shopping Express.
- RESEARCH AND IDENTIFY various public and private economic development grants available for the Chamber to apply for.
- BUILD UPON THE CHAMBER'S COLLABORATIVE ALLIANCES and partnerships with various groups, such as Discover Warren, Explore Bristol, Barrington Business Association, Warren Art Night, Small Business Administration, and Small Business Development Center. Also brought government leaders to the Chamber to network with members through monthly Coffee & Commerce events.
- COUNSELED SMALL BUSINESS OWNERS on various aspects of social media management, including creating and updating a Facebook page, and advertising on Facebook; and analyzed websites to increase user traffic.
- REVIEWE SMALL BUSINESSES' MARKETING PLANS and recommended strategies to increase effectiveness.
- ANALYZE ORGANIZATION BUDGET, targeting areas of improvement to increase revenue.



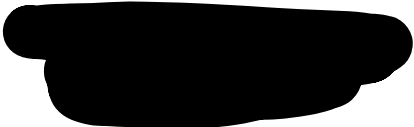
- SCHEDULE AND PRESENT TRAINING WORKSHOPS on diverse topics relative to small business owners, such as How to Use LinkedIn, Branding Your Business, Using Social Media, and Images on the Web.
- ORGANIZE AND FACILITATE THE STRATEGIC MARKETING OUTREACH PLAN to include defining the Chamber's audience and creating separate marketing tools for each; solicit member-feedback on current Chamber services and define or enhance the members' return on investment; and generate public awareness campaign about the Chamber's community and economic development efforts.
- ORGANIZE AND FACILITATE the Chamber's first and annual community observation of National Manufacturing Day, to include a trolley tour of local manufacturing businesses with local and state dignitaries.
- UTILIZE AND MANAGE A VARIETY OF SOFTWARE APPLICATIONS AND TECHNOLOGIES, such as Facebook, Twitter, Pinterest, Google+, Instagram, Weblink, HTML, WordPress, Joomla, Adobe Creative Suite, Microsoft Office Suite, Apple Final Cut Pro, iMovie, and YouTube.

KEY ACCOMPLISHMENTS:

- + Wrote, edited, proofread press releases and special publications.
- + Procured local TV spots for event promotions.
- + **Increased membership** by recruiting new members.
- + Developed the Chamber's new website, increasing user traffic.
- + Developed Chamberside Chat, the Chamber's YouTube Channel.
- + Generated a **positive public perception** of the Chamber, rebranding.
- + Increased Facebook 'likes,' and overall social media presence.
- + Created a **new membership classification** appealing to stay-at-home parents, retirees, and recent college graduates.
- + Created a new networking group, East Bay Young Professionals, geared toward young workers aged 21-40.
- + **Secured a grant** with Roger Williams University Community Partnership Center to explore the feasibility of establishing a Main Street USA program in downtown Warren.

[\[Redacted Link\]](#)

Click the link above to open associated campaign media examples.



Web Developer/Manager

8/2014 - Present

- RESPOND TO USER EMAIL INQUIRIES, or set up automated systems to send responses.
- ANALYZE USER NEEDS to determine technical requirements.
- DEVELOP OR IMPLEMENT PROCEDURES for ongoing web site revision.
- DEVELOP AND DOCUMENT style guidelines for web site content. And evaluate and recommend server hardware or software.
- PERFORM AND COMPLETE web site updates.
- WRITE, DESIGN, AND EDIT web page content for olmcbristol.org.
- MAINTAIN CURRENT WEB SITE, olmcri.org, using content creation tools (WordPress), management tools, and digital media.
- CONFER WITH MANAGEMENT to prioritize needs, resolve conflicts, develop content criteria and choose solutions.
- IDENTIFY PROBLEMS uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.
- MAINTAIN UNDERSTANDING OF CURRENT WEB TECHNOLOGIES and programming practices through continuing education, reading, or participation in professional workshops or groups.

KEY ACCOMPLISHMENTS

- + Updated the school web site, olmcri.org to include a complete staff page with biographies on all teachers, and photos.
- + Connected the school's social media feed to its web site (Facebook).
- + Updated the web site with current policy handbook, calendars, newsletter, and applicable school communications.

[REDACTED]
[REDACTED]
[REDACTED]

- RESPOND TO USER EMAIL INQUIRIES, or set up automated systems to send responses.
- REGISTER OLMCBRISTOL.ORG WITH SEARCH ENGINES to increase web site traffic.
- ANALYZE USER NEEDS to determine technical requirements.
- DEVELOP OR IMPLEMENT PROCEDURES for ongoing web site revision.
- DEVELOP AND DOCUMENT style guidelines for web site content. And evaluate and recommend server hardware or software.
- PERFORM AND COMPLETE web site updates.
- WRITE, DESIGN, AND EDIT web page content for olmcbristol.org.
- DESIGN, BUILD AND MAINTAIN olmcbristol.org using content creation tools (WordPress), management tools, and digital media.
- CONFER WITH MANAGEMENT to prioritize needs, resolve conflicts, develop content criteria and choose solutions.
- IDENTIFY PROBLEMS uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.
- MAINTAIN UNDERSTANDING OF CURRENT WEB TECHNOLOGIES and programming practices through continuing education, reading, or participation in professional workshops or groups.
- COLLABORATE WITH MANAGEMENT TO DEVELOP E-COMMERCE strategies and to integrate these strategies with olmcbristol.org (e-giving, CCD registration).

KEY ACCOMPLISHMENTS

- + Developed a new web site for Our Lady of Mt. Carmel Church.
- + Enabled e-giving – a way for church members to tithe online.
- + **Maintain the web site** with up-to-date information, lector and Eucharistic minister schedules, and church service times.

[REDACTED]

Digital Media Strategist

1/2015 – 2/2016

[REDACTED]
[REDACTED]
[REDACTED]

- CREATE AND MANAGE the company's social media presence with a Facebook page.
- CURATE RELEVANT CONTENT to reach the company's ideal customers on Facebook.
- MONITOR, LISTEN AND RESPOND to users in a "social" way while cultivating leads and sales.
- CONDUCT ONLINE ADVOCACY and open stream for cross-promotions.
- DEVELOP AND EXPAND community outreach efforts.
- DESIGN, CREATE AND MANAGE promotions and social ad campaigns on -Facebook.
- COMPILE REPORT FOR MANAGEMENT showing results (ROI).
- BECOME AN ADVOCATE for Alterations Plus on Facebook, engaging in dialogues and answering questions where appropriate.
- DEMONSTRATION ABILITY to map out MARKETING STRATEGY and then drive that STRATEGY proven by testing and metrics.
- DEVELOP A STRATEGY and implement a proactive process for capturing customer online reviews. Monitor online ratings and responds accordingly.
- MONITOR TRENDS in social media tools, applications, channels, design and strategy.

KEY ACCOMPLISHMENTS

- + Created a social media presence for Alterations Plus via Facebook.
- + **Increased revenue** by 125-percent within six months.

[REDACTED]

Editor

7/2013 – 3/2014

[REDACTED]
[REDACTED]
[REDACTED]

- PREPARE, REWRITE, AND EDIT copy to improve readability.
- PLAN THE CONTENTS of the Bristol Phoenix according to the publication's style, editorial policy, and publishing requirements.
- VERIFY FACTS, DATES, AND STATISTICS using standard reference sources.
- CONFER WITH MANAGEMENT and editorial staff members regarding placement and emphasis of developing news stories.
- MONITOR NEWS-GATHERING OPERATIONS to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, and wire services.
- MEET WEEKLY with marketing directors, publishers, writers, photographers and other staff editors, to discuss projects and resolve problems.
- ASSIGN TOPICS, EVENTS AND STORIES to individual writers or reporters for coverage.
- DEVELOP STORY OR CONTENT IDEAS, considering reader or audience appeal.
- PRODUCE BROADCAST-STYLE VIDEOS for East Bay Newspapers' website and social media feeds.
- MONITOR, UPDATE, AND ENGAGE in East Bay Newspapers' social media feeds, such as Facebook, Twitter and YouTube.

KEY ACCOMPLISHMENTS:

- + Created a **broadcast-style video** for the East Bay Chamber of Commerce annual awards dinner.
- + Increased **public's participation** with the Bristol Phoenix social media feeds, such as Facebook.

[REDACTED]
401-233

Reporter/Assist. Editor

7/2008 – 1/2012

- ASSIGN TOPICS, EVENTS AND STORIES to individual writers or reporters for coverage.
- DEVELOP STORY OR CONTENT IDEAS, considering reader or audience appeal.
- VERIFY FACTS, DATES, AND STATISTICS using standard reference sources.
- CONFER WITH MANAGEMENT and editorial staff members regarding placement and emphasis of developing news stories.
- MONITOR NEWS-GATHERING OPERATIONS to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, and wire services.
- PREPARE, REWRITE, AND EDIT copy to improve readability.
- PRODUCE BROADCAST-STYLE VIDEOS for the web site, Navarrepres.com.

KEY ACCOMPLISHMENTS

- + **Won several awards** from the F [redacted]
First place: [redacted]
Investigative reporting [redacted] Editorial Award
and Spot News Photo, [redacted] and honorable mention: Spot news photo
category [redacted]

EDUCATION

Emerson College, Boston
Bachelor of Science, Broadcast Journalism, 2008

SKILLS & COMPETENCIES

- + Type 90 WPM
- + Microsoft Office Suite – Word, Power Point, Publisher, Outlook
- + Adobe Creative Suite – Photoshop, Premiere, InDesign
- + Apple iMovie, iTunes, Final Cut Pro



WEB/DIGITAL PLATFORMS

- + YouTube
- + Facebook
- + Twitter
- + Google+
- + LinkedIn
- + Instagram
- + Pinterest
- + Internet – research skills
- + Web development programs – WordPress, Joomla, Weblink

PROFESSIONAL AFFILIATIONS

- + East Bay Chamber of Commerce, Board Member 2014 – 2017 and Event’s Committee Chairperson
- + East Bay Young Professionals
- + Our Lady of Mt. Carmel Parent-Teacher Organization
- + WEBOND – Women’s Empowerment and Business Owner’s Networking Development
- + Rhode Island Catholic Parent Federation, Board Member 2015-present

REFERENCES

<p>[Redacted]</p> <p>Vice President, Branch Sales Manager</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>Owner</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>[Redacted]</p> <p>President</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>Principal</p> <p>[Redacted]</p> <p>[Redacted]</p>

Social media profiles available upon request



Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position?

Contact Information

First Name

Middle Name

Have you worked here before?

Last Name

Email

Primary Phone

Present Address

Street

State

Country

City

Zip Code/Postal Code

Work Authorization

Are you legally able to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building

Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

Dear Hiring Manager:

As a highly motivated professional with more than a decade of experience in the communications field, I am applying for the Media and Communications Manager position at Framingham Public Schools.

I have spent the last 12 years in major markets and in one of the best college conferences in the nation. In the last dozen years, I have developed numerous skills and traits that have prepared me for the next step in my career. Whether it is hosting nationally televised events, promoting programs in saturated markets or working with athletes and media, I have loved every part of the process.

I feel that my work experience is a perfect match for this position at Framingham Public Schools. In my previous position at [redacted] I was responsible for year-round public relations efforts for the men's basketball, football and men's golf programs. I was responsible for the public image of each program, gaining traction in local and national media, writing and designing promotional materials, and hosting numerous events throughout the year.



I am confident I am an excellent match for the Media and Communications Manager position. I am eager to implement my experience and passion to the Framingham Public Schools mission. If you have any questions, please feel free to contact me at any time. Thank you for your consideration.

Sincerely,



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	La Salle Academy	City/State	Providence, RI
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	SPRINGFIELD COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2001
Attended To (mm/yyyy)	05/2005	Graduation Date (mm/yyyy)	05/2005
Degree	Bachelor of Science	Subject	

Undergraduate Institution #2



Type of School
State

Name of School
Attended From
(mm/yyyy)

Attended To
(mm/yyyy)
Degree

Graduation Date
(mm/yyyy)
Subject

Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

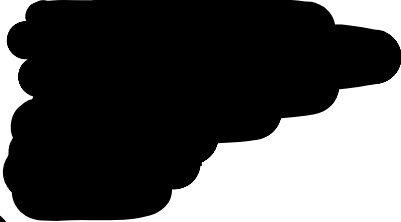
Language 1 **None**
Writing Ability
Language 2 **None**
Writing Ability
*If other, please
describe:
Writing Ability

Reading Ability
Speaking Ability
Reading Ability
Speaking Ability
Reading Ability
Speaking Ability

REFERENCES



Title



Relationship

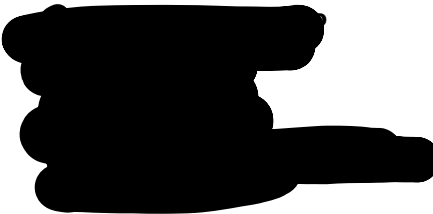


Address
State
Email
From

City
Zip
Phone
To



Title



Relationship



Address
State
Email
From

City
Zip
Phone
To



Title



Relationship



Job Title: Media and Communications
Manager



Address
State
Email
From



City
Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer
Employer's State

Present Title
Start Date

Work Experience #1

Employer



Employed from
(mm/yyyy)

07/2008

Employed to
(mm/yyyy)

09/2017

Title

Associate Director

Work Experience #2

Employer



Employed from
(mm/yyyy)

08/2006

Employed to
(mm/yyyy)

07/2008

Title

Assistant Director

Work Experience #3

Employer



Employed from
(mm/yyyy)

07/2005

Employed to
(mm/yyyy)

06/2006

Title

Assistant

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I



release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date



PROFESSIONAL EXPERIENCE

Aug. 2014 - Sept. 2017

July 2008 - Aug. 2014

Associate Director - Athletic Communications Assistant Director - Athletic Communications

- Primary media contact for the football, men's basketball and men's golf programs
- Coordinated media availability sessions and interviews for coaches and student-athletes in the nation's seventh-largest media market
- Wrote, designed and edited promotional materials including media guides, game notes, game programs and press releases
- Served as official spokesperson for assigned sports
- Maintained Boston College social media accounts and each team's website
- Hosted local and national media for around six football events and 20 men's basketball events each season
- Hosted special events, such as ACC and NCAA Championship games
- Hosted annual basketball Media Day prior to each season
- Promoted 34 all-conference players, seven All-Americans and three individuals to Coach/Player of the Year honors
- Also spent time as the primary contact for men's soccer and baseball
- Served as credentialing coordinator for the 2012 NCAA Division I Men's Basketball Tournament East Regional held at TD Garden
- Supervised game-day staff and interns for football and men's basketball games
- Supervised interns and student workers in the day-to-day office operations

Aug. 2006 - July 2008

Assistant Director - Media Relations

- Primary media contact for nationally ranked men's soccer, wrestling and women's lacrosse programs
- Secondary contact for men's basketball
- Coordinated media availability sessions and interviews for coaches and student-athletes in the nation's eighth-largest media market
- Wrote, designed and edited promotional materials including media guides, game notes, game programs and press releases
- Served as official spokesperson for assigned sports
- Hosted local and national media for men's soccer and men's basketball games
- Hosted the ACC Men's Soccer Championship and the ACC Wrestling Championship
- Hosted numerous NCAA Tournament contests in men's soccer and women's lacrosse
- Promoted 30 all-conference players, 13 All-Americans and eight individuals to Coach/Player of the Year honors
- Supervised interns and student workers in the day-to-day office operations
- Supervised game-day staff during home events
- Maintained Maryland team websites

July 2005 - June 2006

Assistant - Athletic Communications

- Primary media contact for volleyball, women's lacrosse, women's rowing and cross country/track and field programs
- Secondary contact for football
- Wrote, designed and edited promotional materials including media guides, game notes, and press releases
- Supervised students in the day-to-day office operations and game-day staff
- Maintained Syracuse team websites
- Performed other duties as assigned by the director

Jan. 2005 - May 2005

Assistant - Media Relations

- Primary media contact for baseball and women's tennis programs
- Served on game-day staff for both men's and women's basketball
- Wrote, designed and edited promotional materials including media guides, game notes, and press releases
- Performed other duties as assigned by the director

Sept. 2001 - May 2005

Assistant - Sports Communications

- Primary media contact for men's soccer and softball programs
- Served on game-day staff for men's and women's basketball and men's and women's volleyball
- Wrote and edited promotional materials including game notes and press releases
- Performed other duties as assigned by the director

EDUCATION

SPRINGFIELD COLLEGE

- Bachelor of Science • May 2005
- Sports Management

TECHNICAL SKILLS

- Social Media
Twitter, Snapchat, Facebook,
Instagram, Periscope
- Adobe Creative Suite
InDesign, PhotoShop
- Microsoft Office
Outlook, Word

REFERENCES

or

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? District Web Site

Contact Information

First Name [redacted] Last Name [redacted]
Middle Name [redacted] Email [redacted]
Have you worked here before? [redacted] Primary Phone [redacted]

Present Address

Street [redacted] City [redacted]
State [redacted] Zip Code/Postal Code [redacted]
Country [redacted]

Work Authorization

Are you legally able to work in the U.S.? [redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [redacted] Ethnicity [redacted]

Internal

Current Building [redacted] Present Job [redacted]
Supervisor Name [redacted]

COVER LETTER

Cover Letter

Cover Letter
[redacted]

Dear Inna:

This letter is in response to your recent posting for a Media and Communications Manager. The opportunity presented in this listing is appealing and I believe my experience and education will make me a qualified candidate for this position.

As a mother of four and a strong supporter of Framingham Public Schools, I see the importance of a Media and Communications Manager. My husband and I have been extremely pleased by the educational support and learning our children have received - from the elementary level through high school. The dedication of the staff and administration are outstanding. I believe public awareness of the Framingham Public Schools needs



to change to reflect all the positive and incredible components of our dynamic city.

My background consists of experience in both the educational and professional industries. For the majority of my professional career, I focused primarily on marketing, advertising and overall business management. Throughout the past eleven years my personal life took more of a forefront and I leveraged my professional skill sets for fundraising, event planning, and teaching in elementary and nursery schools.

As a motivated self-starter, I have co-created and owned a web design firm as well as developed multiple educational programs for elementary and pre-school aged children.

I have led several direct and indirect groups on projects from conception to completion on time, on strategy, and on budget. Acting as a team player who is more than willing to lead as well as follow has proven to be a successful attribute of mine.

After working as a substitute teacher I was hired as a Kindergarten Aide at Hemenway school. I enjoy working with children but feel as though this position would provide me the best of both worlds - supporting children through marketing and spreading the world about our incredible school system.

I hope to hear from you in the near future.

Best regards,



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

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No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

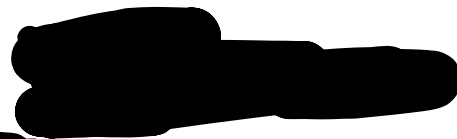
EDUCATION



Country

Email

From



Phone

To



Name

Relationship

Relationship

Address

City

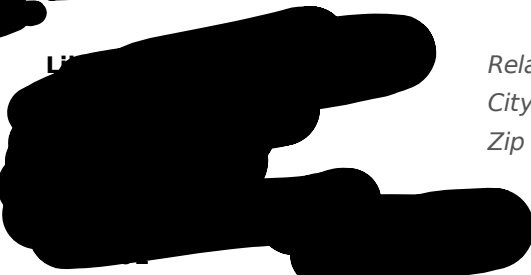
State

Zip

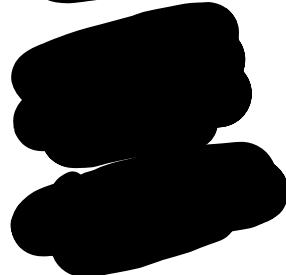
Country

Email

From



Phone



Name

Relationship

Relationship

Address

City

State

Zip

Country

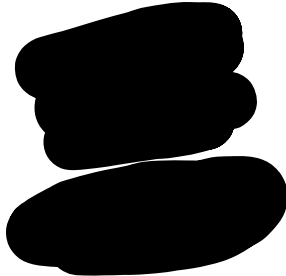
Email

From



Phone

To



Reference Letter

EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

Kindergarten Aide

Employer's State

Massachusetts

Start Date

12/05/2016

Work Experience #1

Employer



Employed from
(mm/yyyy)

10/2013

Employed to
(mm/yyyy)

04/2015

Title

Physical Education Teacher and
Substitute

Work Experience #2

Employer



Employed from
(mm/yyyy)

09/2009

Employed to
(mm/yyyy)

12/2015

Title

Parent Volunteer

Work Experience #3

Employer



Employed from
(mm/yyyy)

12/1998

Employed to
(mm/yyyy)

01/2004

Title

Senior Product Marketing
Manager

ATTACHMENTS

Attachment

Resume

Transcripts



DISCLAIMERS AND AFFIRMATION



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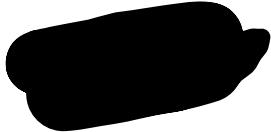
Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date





PROFILE

A motivated self-starter working in both educational and business environments with over 11 years of Product Development, Marketing and Strategic Planning expertise with a solid record of producing revenue, building businesses and creating compelling marketing programs. An accomplished, results-oriented team leader, able to drive strategic projects and manage multiple groups yielding positive growth with particular experience in:

- Strategic planning and market analysis
- Management of multiple projects from inception to completion while maintaining the highest quality output
- Creation of compelling marketing programs that yield positive results
- Leading direct and cross-functional work teams
- Fundraising and event planning

PROFESSIONAL EXPERIENCE

2015-Present



Substitute Teacher (2015-2016); Kindergarten Aide (2016-Present)

- Work directly with children on a daily basis - providing support to the lead teacher, managing behavior and performing educational guidance
- Assist in teaching classroom, presenting lesson plans supplied by teacher and implementing classroom work and assignments
- Responsible for small groups, teaching concentrated learning in Foundations, writing and math. Create and develop sessions that enable students to gain a better understanding of material and cater those lessons to individual styles

2013-2015



Physical Education Teacher

- Worked with preschool aged children, ages 3 to 5, as a physical education instructor
- Created a weekly curriculum for students that was both entertaining and educational
- Focused on consistency with program for young learners to provide life-long fundamental physical skills

2007-2015



Parent Volunteer/PTO Board Member

- Primary solicitor of local and national businesses for multiple auction fundraisers, including a live and silent auction event that generated \$22,000 – the most profitable auction in the 14 school district
- Developed and managed several school-wide events to raise nearly \$9,000 for fifth grade class in one year
- Served on the board and worked on numerous projects for the Parent Teacher Organization (PTO)
- Created an after school charitable program for children in grades K-5, teaching students the importance of giving back through monthly activities and projects involving philanthropic donations
- Assisted in managing drama productions – working with large groups of children on a weekly basis

2004-2010



Co-owner and founder

- Co-creator of Site-Lifters - a full service web design and development company catering to the needs of small and medium sized businesses
- Identified client needs for both new and updated websites – improving overall functionality and usage of sites
- Managed all aspects of client service, marketing and recruitment

1998 – 2004

Senior Product Marketing Manager, 2002-2004

- Directed Global product group on all aspects of launching consumer search product including user testing, product roadmaps, customer service implementation, and reporting. Within 6 months, the product secured over 7 million users contributing nearly \$700,000 in revenue for 2003.
- Managed all search products in the US including media and subscription products totaling \$16m in annual revenue through development and management of P&Ls and business plans. Acted as liaison between the US and Global teams.
- Coordinated all marketing and advertising for both consumer and InSite products including print and online advertising, tradeshow, and PR efforts. Created multiple marketing plans and refined spending throughout the year in order to maximize efficiency and results. Kept both US and Global organizations informed of marketing plans and outcomes.
- Chosen to be part of small team developing a new consumer product for the US. Conducted research and provided strategic direction to team in order to build the business case. Led the ROI analysis, enabling the VP to make decisions regarding the product.

Group Product Manager, 2000-2002

- Led the strategic and overall product development on eight different businesses throughout the Commerce division of Lycos including Careers, Travel, and Autos.
- Managed \$12 million in diversified revenue streams. Worked with sales teams on new revenue opportunities for advertising and strategic partnerships.
- Developed and launched marketing plans for each business including sweepstakes, barter advertising, online ad campaigns, and direct marketing.
- Created strategy for Classifieds businesses based on changes in the market. Implemented new product and saved the company \$420,000.

Group Merchandising Manager, 1998 – 2000

- Member of management team chosen to develop initial user interface, design, and overall strategic and brand positioning for shopping destination within the
- Created and developed merchandising team – seven full-time employees hired to run day-to-day operations and content management.
- Led product development team in identifying priorities and marketing requirements for creation and ongoing management of product database.
- Planned merchandising calendar and holiday specific programs, generating incremental revenue between \$1M – \$2M annually and incremental page views of up to 25%.
- Focused on customer acquisition through network integration and internal marketing, increasing internal traffic and referrals from 3% to over 12%.

, Boston, MA

1998

Account Supervisor

- Improved the organization's workflow for all Internet related projects and increased overall profitability by streamlining processes and identifying turnkey solutions.
- Managed direct marketing projects and assisted in development of strategic plans for clients in the technology industry including internetworking and Intersystems.
- Led the creation of Internet projects from strategic planning to development for clients including
- Assisted in new business pitches resulting in new clients and projects for the company.

Cambridge, MA

1997 – 1998

Marketing Manager

Boston, MA

1996 – 1997

Account Executive

Boston, MA

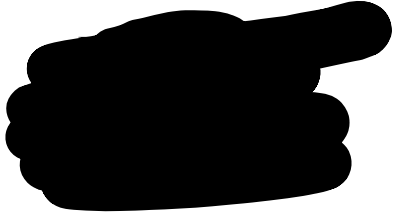
1992 – 1996

Account Executive

EDUCATION:

Syracuse University
B.S. Marketing and Advertising
May 1992

Syracuse University
London, England
Fall 1991



Dear Hiring Manager:

This letter is in response to your recent posting for the position of [REDACTED]. The opportunity presented in this listing is appealing and I believe my experience and education will make me a qualified candidate for this position.

My background consists of experience in both the educational and professional industries. For the majority of my professional career, I have focused primarily on marketing, advertising and overall business management. Throughout the past five years my personal life took more of a forefront and I leveraged my professional skill sets for fundraising, event planning, and teaching in elementary and nursery schools.

As a motivated self-starter, I have co-created and owned a web design firm as well as developed multiple educational programs for elementary and pre-school aged children.

I have significant experience in the design and implementation of marketing and sales programs designed to drive business goals. My experience includes, but is not limited to, the development and overall management of print and online advertising, direct mail, sales training materials, brochures, trade show collateral and marketing programs such as sweepstakes and contests.

Working with all types of people across ages and industries further enhances my strong team building skills. I have led several direct and indirect groups on projects from conception to completion on time, on strategy, and on budget. Acting as a team player who is more than willing to lead as well as follow has proven to be a successful attribute of mine.

In recent weeks, I have worked as a [REDACTED]. I enjoy working with these children and feel I can offer them patience, confidence in themselves and compassion.

I hope to hear from you in the near future.

Best regards,



Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Other: Indeed.com**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

Dear Hiring Manager,

After reviewing the job posting for Media and Communications Manager, I was enthused at what I saw and wanted to pursue the opportunity. I have plenty of communications and project management experience and would love to hear more about how I might be able to help the Framingham Public Schools expand their efforts.

If you're interested in my possible candidacy, I can be reached by phone at [Redacted]

Thanks in advance for your consideration.

[Redacted]



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Newton South H.S.	City/State	Newton, MA
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	EMERSON COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	
Attended To (mm/yyyy)		Graduation Date (mm/yyyy)	
Degree	Bachelor of Science	Subject	Other: Mass Communications

Undergraduate Institution #2

Type of School	College/University	Name of School	Other: McGill University
State		Attended From (mm/yyyy)	
Attended To (mm/yyyy)		Graduation Date (mm/yyyy)	
Degree		Subject	Political Science/Political Philosophy



Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1	Other*	Reading Ability	Fluent
Writing Ability	Fluent	Speaking Ability	Fluent
Language 2	Other*	Reading Ability	Basic
Writing Ability	Basic	Speaking Ability	Basic
*If other, please describe:	Fluent English, Basic French	Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES

Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]

[Redacted]	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]

Title	[Redacted]	Relationship	[Redacted]
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Email	[Redacted]	Phone	[Redacted]
From	[Redacted]	To	[Redacted]

EMPLOYMENT HISTORY



Present Position

Name of Employer [Redacted] Present Title **Marketing Consultant**
Employer's State **Massachusetts** Start Date **11/01/2007**

Work Experience #1

Employer [Redacted] Employed from (mm/yyyy) **05/2017**
Employed to (mm/yyyy) **01/2018** Title **Writer/Copyeditor**

Work Experience #2

Employer [Redacted] Employed from (mm/yyyy)
Employed to (mm/yyyy) Title **RFP/Business Writer**

Work Experience #3

Employer [Redacted] Employed from (mm/yyyy)
Employed to (mm/yyyy) Title **Writer/Content Creator**

ATTACHMENTS

Attachment

Resume [Redacted]

DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**

Job Title: Media and Communications
Manager



above

Initials

Affirmation Date



01. Summary

- Experienced writer and copyeditor
- Graphic design & Video production
- Demonstrated planning and project management abilities.
- Skilled at taking complex subjects and explaining them with clear, simple language.
- Successful at increasing efficiency and saving money.
- Comfortable working under tight deadlines and taking ownership of projects.

02. Work History & Achievements

██████████ Newton, Mass. (2007 - present)

Writing and other Content Creation work for various clients, including:

██████████ – Waltham, Mass. (May 2017 – January 2018) *

- Copyedited product brochures and data sheets for this engineering software firm.

██████████ – Newton, Mass. (March 2017)

- Realigned look-and-feel of sales and marketing collateral with Adobe CC suite.

██████████ – Boston, Mass. (January – June 2016)

- Supported commercial sales team with new proposal and renewal submissions; Performed process documentation to aid expected growth; Researched, wrote and edited monthly departmental newsletter.

██████████ – Lexington, Mass. (April - June 2015)

- Supported the internal IT Communications team for this multi-national pharmaceutical company. Wrote announcements, proposals, and instructional documentation for newly adopted technology.

██████████ – Boston, Mass. (Nov. 2013 - Dec. 2014)

- Ghostwrote bylined articles and blogs published in online and print trade journals.
- Researched topics including the oil and gas industry; the nexus of retail and real estate; and best practices in corporate valuation.
- Produced original charts, infographics and short video projects.

██████████ – Braintree, Mass. (May 2013 – Jan. 2015)

- Recorded NEQCA conferences, and produced session videos.
- Produced quarterly CEO addresses directed at ██████████ staff and membership.

██████████ – Boston, Mass. (Oct. 2011 - Aug. 2012)

- Analyzed survey data and community feedback, using it to write provocative and actionable reports intended for ██████████ financial services and media clients.

██████████, Mass. (Jan. - June 2011)

- Wrote and edited cause marketing material in support of The Food Bank's hunger relief mission, including newsletter articles, email solicitations and overall messaging.
- Co-produced video for ██████████ annual fundraiser, which helped raise \$1.1M.

██████████ Waltham, Mass. (Oct. 2010 - March 2011)

- Produced, directed and edited promotional video for this local networking group, for use on its website, YouTube, and other online venues.

*Date ranges reflect either continuous work, or periods during which I worked on several projects.

[REDACTED] – Boston, Mass. (Sept. 2010 - March 2011)

- Wrote industry specific case studies and member facing copy aimed at increasing utilization of [REDACTED]'s medical second opinion service.

[REDACTED] New York, N.Y. (July – Aug. 2009; June – July 2010)

- Wrote/edited case studies for [REDACTED] customers [REDACTED]
- Wrote customer-facing FAQs based on interviews with internal stakeholders.

[REDACTED] – Boston, Mass. (Nov. 2007 - Feb. 2008)

- Created [REDACTED] series collateral and direct mail pieces in support of the [REDACTED]
- Maintained, updated and archived [REDACTED] electronic sales tools, including PowerPoint decks, charts and graphs, and image assets.

[REDACTED] Needham, Mass. (May 2005 – Oct. 2007)

Marketing Communications Manager.

- Supervised global rebrand, including design firm selection and development of all deliverables.
- Oversaw the creation, editing and traffic of printed and electronic marketing materials including white papers, product and data sheets for multiple business units, while maintaining brand consistency.
- Dramatically increased efficiency of support to global sales and marketing teams with creation of an online, on-demand collateral/merchandise printing and fulfillment system. At peak usage, resulted in effectively supplying over 60 trade shows and events in 24 countries.
- Managed the editing, design and printing of [REDACTED] annual reports and sponsored trade journal.
- Co-produced several live, company-wide webcasts including special video content.

[REDACTED] Newton/Shelburne Falls, Mass. (Feb. 2000 – April 2005)

Co-founder/Creative Director

- Responsible for creative development and helping decide company strategy.
- Co-wrote and produced online games and animated content for entertainment and education clients resulting in increased site traffic, downloads, and fan club sign-ups.

[REDACTED] Cambridge, Mass. (1998-2000)

- Acted as the primary contact in the patenting process for the globally recognized research laboratory.
- Worked with patent attorneys, inventors and representatives from the lab's 170 corporate sponsors in interpreting and implementing wide ranging IP policies with the help of the lab's directorial staff.

03. Core Abilities

- Creation and management of print & electronic collateral
- Video production, including script development, videography and editing
- Sourcing and managing external vendors for creative and design work
- Project & team management
- Interacting with senior leadership
- Writing, copyediting and proofreading
- Internal and corporate communications
- Program, campaign and tradeshow support

04. Software & Apps.

Windows/Mac OS; MS SharePoint CMS; MS Dynamics CRM; Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Adobe Acrobat; MS Office (Word, Excel, PowerPoint); Dreamweaver; Constant Contact; Facebook; Twitter; Linked In; Twitter; Skype; YouTube; Final Cut (video editing)

05. Education

Emerson College – Boston, Mass.

Mass Communications major. B.Sc. Television Production

McGill University – Montreal, Canada

Art History and Political Science joint major

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? District Web Site

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

1/17/18

To Framingham Public Schools Human Resources:

I read with interest the posting on your website for a Media and Communications Manager and I believe that I possess the necessary skills and experience that you are seeking. As my resume indicates, I have several years of progressive experience in the communications field having worked in both television news and in print news. I also have several years of experience in retail sales in high end luxury boutiques. My professional history includes positions as an Assignment Editor at [Redacted] as well as a Sales Associate at [Redacted]. I believe that this experience along with my skills would make me a valuable addition to your team. I have attached my resume for your review and I look forward to speaking with you further regarding the position.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Taunton High School	City/State	Taunton, MA
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	BRIDGEWATER STATE COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2001
Attended To (mm/yyyy)	07/2006	Graduation Date (mm/yyyy)	09/2006
Degree	Bachelor of Science	Subject	Other: Criminal Justice

Undergraduate Institution #2

Type of School	College/University	Name of School	FISHER COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2011
Attended To (mm/yyyy)	12/2012	Graduation Date (mm/yyyy)	12/2012
Degree	Bachelor of Arts	Subject	Other: Communications and Media



Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1
Writing Ability
Language 2
Writing Ability

Other*
None
Other*

Reading Ability
Speaking Ability
Reading Ability
Speaking Ability
Reading Ability

Basic
Basic

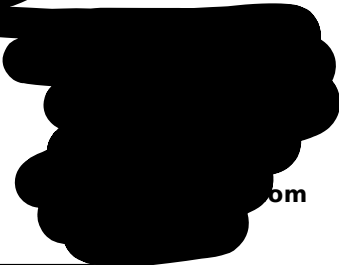
*If other, please
describe:
Writing Ability

Speaking Ability

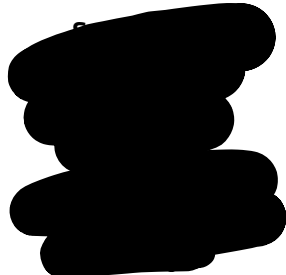
REFERENCES



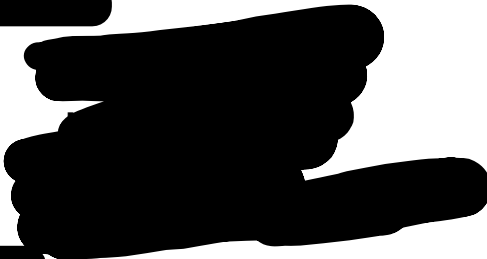
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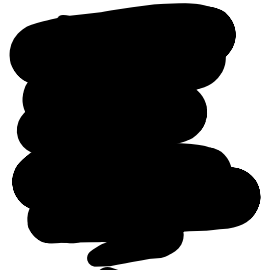
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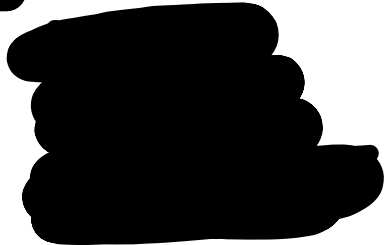
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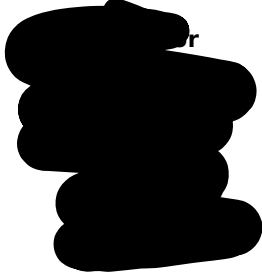
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Relationship
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To





EMPLOYMENT HISTORY

Present Position

Name of Employer	[REDACTED]	Present Title	Assignment Editor
Employer's State	Massachusetts	Start Date	03/11/2014

Work Experience #1

Employer	[REDACTED]	Employed from (mm/yyyy)	01/2013
Employed to (mm/yyyy)	03/2014	Title	Assignment Editor

Work Experience #2

Employer	[REDACTED]	Employed from (mm/yyyy)	09/2007
Employed to (mm/yyyy)	01/2013	Title	Sales Associate

Work Experience #3

Employer	[REDACTED]	Employed from (mm/yyyy)	01/2006
Employed to (mm/yyyy)	09/2006	Title	Homeland Security Apprentice

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

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Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at

Job Title: Media and Communications
Manager



any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials



Affirmation Date

More than a decade of professional experience from sales to news. I work in a deadline driven business, leading internal communications for newsrooms. I manage the assignment desk, the nucleus of any newsroom, by directing staff, planning events, writing memos, monitoring scanners, procuring sources and overseeing thousands of social media posts daily.

Currently, I'd like to transition my research and crisis communication skills into the private sector, in order to take my career to the next level.

**NEWS & SALES
EXPERIENCE**

Assignment Editor

[Redacted] | Boston, MA | 2014-Present

- Lead daily editorial meetings by supplying the latest market data regarding stories, video, and social media, which help shape daily newscasts.
- Manage all internal & external communications between field crews & producers.
- Assign & research stories for daily content.
- Help plan coverage of future events from elections, trials, weather, sports, and station sponsored events.

Assignment Editor & Web Producer

[Redacted] | Providence, RI | 2013-2014

- Managed weekend assignment desk from story development to tracking down tips to assisting with writing for the newscasts.
- Acted as a liaison for all external news partners.
- Produced new content for the station's webpage, one of the leading sources of online news for Rhode Island.
- Edited video for broadcasts.

Sale Associate

Pacheco's | Taunton, MA | 2007-2013

- Lead sale associate at large scale retail outlet. Bought, sold and designed all fine and semi-precious jewelry.

Homeland Security Apprentice

[Redacted] | Dartmouth, MA | 2006

- Helped facilitate large scale security exercises for departments within law enforcement organization.
- Took minutes for monthly Homeland Security Regional meeting along with Rail Committee meetings.
- Administrative Assistant for office, duties included filing, answering phones, typing memos and making sure things ran as efficiently as possible.

EDUCATION

Fisher College | Bachelor of Arts: Media Studies

Bridgewater State | Bachelor of Science: Criminal Justice

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position?

Internet [Redacted]

Contact Information

First Name

[Redacted]

Last Name

[Redacted]

Middle Name

Email

Have you worked here before?

Primary Phone

Present Address

Street

[Redacted]

City

[Redacted]

State

MA [Redacted]

Zip Code/Postal Code

Country

Work Authorization

Are you legally able to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

[Redacted]

Ethnicity

[Redacted]

Internal

Current Building

Present Job

Supervisor Name

COVER LETTER

Cover Letter

Cover Letter

Greetings,

I am excited to learn more about the Media and Communications Manager role with Framingham Public Schools, and hope you will agree that I am a highly qualified candidate. My background as a writer, editor, and communications professional with extensive hands-on and managerial experience aligns closely with your needs. Since 2011, I have been at Bancroft School, an independent school in Worcester, where I serve as the Director of Marketing and Communications.

In my current role, I am responsible for all internal and external communications, media and public relations, website management, emergency notifications, crisis communications, and marketing collateral. I am also the resident "storyteller," charged with publicizing student and faculty accomplishments and administrative initiatives through various channels.

My people skills are excellent; I build and nurture strong relationships with constituents and colleagues. My resume outlines many of the other ways my experience overlaps with your needs. This opportunity with FPS



sounds like just the kind of career transition I am seeking. It would give me great satisfaction to apply my expertise to benefit a broader, more diverse constituency, and help communicate the strengths and positive advances taking place in the Framingham public schools.

I would be delighted to meet with you to further discuss your needs, my abilities, and whether we have the potential for a good match. I hope to hear from you soon!



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

Yes

If yes, please give the name of the employer, the date and the reason for the resignation or termination

Pongo Resume, 2011, Downsized (my department was eliminated as a cost-cutting measure).

EDUCATION

Secondary/High School Information

School Attended	Saugen District Secondary School	City/State	Ontario, Canada
# Years	4		

Undergraduate Institution #1

Type of School	College/University	Name of School	UNIV MASS AMHERST*
State	Massachusetts	Attended From (mm/yyyy)	09/1980
Attended To (mm/yyyy)	05/1983	Graduation Date (mm/yyyy)	05/1983



Degree **Bachelor of Arts**

Subject **Other: Psychology**

Undergraduate Institution #2

Type of School
State

Name of School
Attended From
(mm/yyyy)

Attended To
(mm/yyyy)
Degree

Graduation Date
(mm/yyyy)
Subject

Graduate Institution #1

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

Graduate Institution #2

Name of School
From (mm/yyyy)
Graduation Date
(mm/yyyy)
Degree Subject

City/State
To (mm/yyyy)
Degree

LANGUAGE SKILLS

Language Skills

Language 1
Writing Ability

Spanish
Basic

Reading Ability
Speaking Ability

Basic
Basic

Language 2
Writing Ability

Other*
Basic

Reading Ability
Speaking Ability

Moderate
Basic

*If other, please
describe:

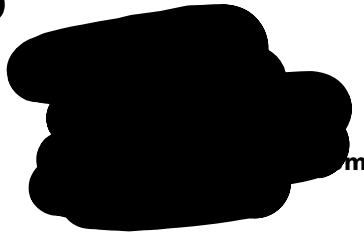
Reading Ability

Writing Ability

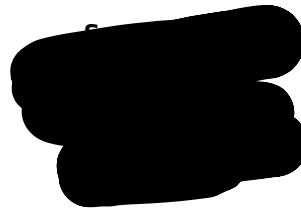
Speaking Ability

REFERENCES

Title
Address
State
Email
From



Relationship
City
Zip
Phone
To



Title
Address
State
Email
From

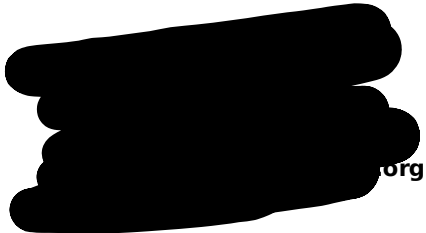


Relationship
City
Zip
Phone
To

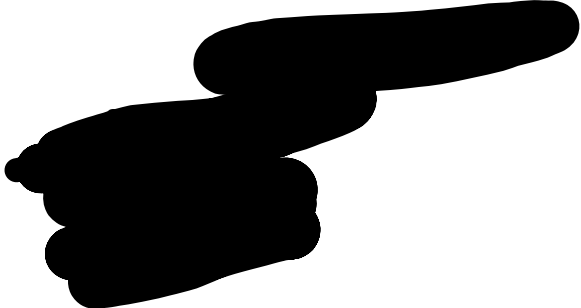


Job Title: Media and Communications
Manager

Title
Address
State
Email
From



Relationship
City
Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer	[Redacted]	Present Title	Director of Marketing & Communications
Employer's State	Massachusetts	Start Date	07/01/2011

Work Experience #1

Employer	[Redacted]	Employed from (mm/yyyy)	08/2006
Employed to (mm/yyyy)	03/2011	Title	Senior Content Writer

Work Experience #2

Employer	[Redacted]	Employed from (mm/yyyy)	
Employed to (mm/yyyy)		Title	

Work Experience #3

Employer	[Redacted]	Employed from (mm/yyyy)	
Employed to (mm/yyyy)		Title	

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

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and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms **Affirm**
above

Initials

Affirmation Date





EXPERIENCE

DIRECTOR OF MARKETING & COMMUNICATIONS

August 2011 to Present

 *Worcester, MA, PK-12 Private Day School*

- Support marketing, communications, publicity, and branding needs of all departments across the organization
- Ghostwrite or edit executive communications
- Write / edit content across multiple platforms (email, web, print, social, direct mail, etc.)
- Serve as go-to branding expert and editorial resource to ensure appropriate voice, tone, and style
- Field inquiries and build relationships from prospective families, colleagues, board members and other constituents
- Produce external communications including press releases and media pitches
- Design or manage creative projects (newsletters, magazine, brochures, annual reports, ads, event collateral)
- Coordinate event planning and publicity
- Oversee and maintain marketing budget
- Manage outside service providers (printers, designers, branding firms, mail houses)

SENIOR CONTENT WRITER

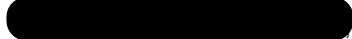
August 2006 to March 2011

, *Northborough, MA, Online Job Search Resource*

- Launched and grew a business blog that garnered awards in the job-search space
- Led efforts of writing team, strategizing and producing web marketing content and e-messaging to generate leads and build community
- Served as in-house expert for marketing, content, and editorial standards
- Planned, scripted, and managed video production

MARKETING COMMUNICATIONS SPECIALIST

1.5 years

-  *Westborough, MA*

FRANCHISE CO-OWNER / OFFICE MANAGER

3 years

- , *Newton, Needham, Wellesley, MA*

FREELANCE WRITER/EDITOR

7 years

-  *Hopkinton, MA (concurrent with Pressed4Time)*

TECHNICAL EDITOR/WRITER

8 years

- , *Boston, MA*

EDUCATION

- B.A. in Psychology, University of Massachusetts, Amherst, MA



TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint
- Google Docs, Drive, Calendar, Email
- Adobe Photoshop, InDesign
- Web content management systems
- Email marketing platforms
- Project management programs
- Databases
- Mac and Windows environments

WORK SAMPLES



... items, and the feature story, and was the
... magazine, which is published in print and
digital format twice a year.



... and write the entire newsletter each month, including the Head's letter,
... information, and with the manager of
creative content to complete the layout and distribution.

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Other: Indeed.com**

Contact Information

First Name [Redacted]
Middle Name [Redacted]
Have you worked here before? [Redacted]

Last Name [Redacted]
Email [Redacted]
Primary Phone [Redacted]

Present Address

Street [Redacted]
State [Redacted]
Country [Redacted]

City [Redacted]
Zip Code/Postal Code [Redacted]

Work Authorization

Are you legally able to work in the U.S.? **Yes**

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Do not provide'.

Gender [Redacted]

Ethnicity [Redacted]

Internal

Current Building
Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

1/17/18

Dear Superintendent Tremblay,

I am a veteran communications professional and MetroWest native with the right blend of skills to manage internal and external communications at Framingham Public Schools. For the past eleven years, I have been keeping the public informed as a television news reporter in Boston and across the northeast. A sizable portion of my reporting has been on diverse public school systems in places like Rochester, New York and Hartford, Connecticut. I enjoy being around campuses and sharing engaging stories about student achievements, and innovative ideas from faculty and administrators. I have extensive experience working with school communications professionals and superintendents. This is an environment with many rich stories to tell. For that reason, I believe this is the right position to take as I transition out of the news.

Writing press releases are one thing, being able to pitch story ideas that will gain steam is something entirely different. I have been generating compelling content as a reporter for my entire career. I bring stories and



solutions to the table, they are not handed to me. I use social media to spark more interest in each piece and have done so with great success. One of my stories led to a change in state law pertaining to public school background checks in Connecticut. I know the ins and outs of public schools, their policies, relationships with state and local governments and the issues districts such as Framingham face each year. I also have a lot of media contacts in New England and around the nation. I know what reporters want and how to capture their interest in potential stories.

In addition to the significant communications experience I bring, I am of mixed racial heritage. This is something I feel would help me relate to the diverse student population in Framingham. I am West Indian and Caucasian. English is my first language though I understand and speak some Spanish. I would take additional classes if asked to become fluent in Spanish or Portuguese. I was educated at Holliston public schools but am quite familiar with Framingham not only from sports, but many of my closest friends went to FPS. I look forward to speaking with you about this opportunity.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Holliston High School	City/State	Holliston, MA
# Years	4		

Undergraduate Institution #1



Type of School	College/University	Name of School	EMERSON COLLEGE
State	Massachusetts	Attended From (mm/yyyy)	09/2002
Attended To (mm/yyyy)	12/2005	Graduation Date (mm/yyyy)	12/2005
Degree	Bachelor of Science	Subject	Other: Broadcast Journalism

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)
Attended To (mm/yyyy)	Graduation Date (mm/yyyy)
Degree	Subject

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

Graduate Institution #2

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

LANGUAGE SKILLS

Language Skills

Language 1	Spanish	Reading Ability	Basic
Writing Ability	Basic	Speaking Ability	Basic
Language 2	Other*	Reading Ability	
Writing Ability		Speaking Ability	
*If other, please describe:	English is my first language but is not an option in the menu	Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES

Name	[Redacted]	Relationship	Other
Address	[Redacted]	City	[Redacted]
State	[Redacted]	Zip	[Redacted]
Country	[Redacted]	Phone	[Redacted]
Email	[Redacted]	To	[Redacted]
From	[Redacted]		[Redacted]

Job Title: Media and Communications
Manager



Title



Relationship



Address



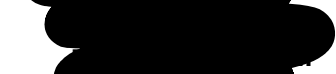
City

State



Zip

Country



Email



Phone



From



To

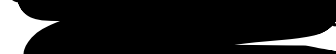
Title



Relationship

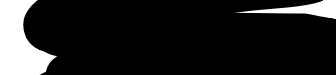


Address



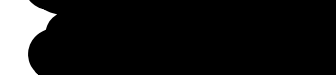
City

State



Zip

Country



Email



Phone



From

To

EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

Reporter

Employer's State

Massachusetts

Start Date

07/20/2017

Work Experience #1

Employer



Employed from
(mm/yyyy)

07/2014

Employed to
(mm/yyyy)

07/2017

Title

Reporter

Work Experience #2

Employer



Employed from
(mm/yyyy)

01/2010

Employed to
(mm/yyyy)

06/2014

Title

Reporter/Anchor

Work Experience #3

Employer



Employed from
(mm/yyyy)

10/2006

Employed to
(mm/yyyy)

12/2009

Title

Reporter, photographer, anchor,
editor, blogger

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

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Application Confirmation Statement

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I agree to the terms **Affirm**
above

Initials

Affirmation Date



Professional Summary

Creative communicator with over a decade of experience as a television and digital news reporter. Knows how to write compelling stories and pitch them to relevant journalists. Deep understanding of media goals, strategies, and deadlines. Excelled as a storyteller for [REDACTED]. Collaborated with different departments on numerous promotional campaigns for television, social media, and live events. Accustomed to working on multiple projects simultaneously with tight deadlines.

Related Experience

General Assignment Reporter | July 2017 – present

[REDACTED] | Dedham, MA

- Problem-solver who is often tasked with finding and reporting stories within hours.
- Highly analytical strategist who builds relationships quickly and generates meaningful content.
- Uses MS Word and multiple types of photo and video editing software and apps.

General Assignment, Investigative Reporter | July 2014 – July 2017

[REDACTED] Connecticut

- One of my investigations led to a change in state law regarding criminal background checks for school employees.
- Heavily involved in community engagement (emcee, keynote speaker, volunteer).

Reporter, Anchor | January 2010 – June 2014

[REDACTED] Rochester, NY

- Covered local stories making national headlines.
- Used an email tip to break the story of a mystery illness that struck the small rural town of Le Roy, New York. Accurately reported the diagnosis long before national reporters.
- Part of an Edward R. Murrow Award-winning team that covered the tragedy in West Webster when a deranged gunman ambushed first responders on Christmas Eve of 2012.

Reporter, Sports Anchor | October 2006 – December 2009

[REDACTED] | Utica, NY

- Reported, shot and edited video in addition to creating a social media brand.
- Served as a sports anchor and photographer in addition to news and social media responsibilities.

Additional Experience

The American Foundation for Suicide Prevention | 2016-present

Nutmeg Big Brothers, Big Sisters | 2015

Active volunteer in schools, with the elderly and low-income communities | 2014-2016

Element K, Rochester, N.Y. (Marketing/Consulting) Voice Over talent | 2010-2011

Education

Emerson College, Boston MA

December 2005 | Bachelor of Science

- Broadcast Journalism major
- Cum laude graduate

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Internet Search Engine**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

Dear Hiring Manager,

I would like to apply for the position of Media and Communications Manager for Framingham Public Schools. After looking at the job description, it sounds like a great fit for my skillset. I have 4+ years of marketing experience working as a copywriter, designer, and social media specialist.

I have experience writing on a wide variety of subjects, mostly in the B2B technology space, but I am always ready to adapt to new types of content. I pride myself on my creative versatility as a writer, my ability to stay organized and efficient under stress, and the ability to work well with others. I also have experience working with Wordpress and optimizing content for SEO.

I would love the chance to speak with you and discuss how my skillset meets your company's needs. I have included a DropBox link to read writing samples from my portfolio. Thank you for considering my candidacy.



State	Colorado	Attended From (mm/yyyy)	08/2004
Attended To (mm/yyyy)	12/2008	Graduation Date (mm/yyyy)	12/2008
Degree	Bachelor of Arts	Subject	Other: Geography

Undergraduate Institution #2

Type of School	College/University	Name of School	UNIV MINNESOTA MINNEAPOLIS*
State	Minnesota	Attended From (mm/yyyy)	01/2007
Attended To (mm/yyyy)	05/2007	Graduation Date (mm/yyyy)	
Degree	Other: Semester Abroad	Subject	

Graduate Institution #1

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

Graduate Institution #2

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

LANGUAGE SKILLS

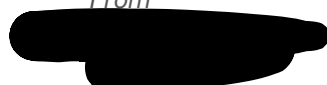
Language Skills

Language 1	Spanish	Reading Ability	Fluent
Writing Ability	Fluent	Speaking Ability	Fluent
Language 2	Other*	Reading Ability	Basic
Writing Ability	Basic	Speaking Ability	Moderate
*If other, please describe:	Hebrew, Italian	Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES



Title	Dr.	Relationship	mentor
Address		City	
State		Zip	
Email		Phone	
From		To	



Title		Relationship	
Address		City	
State	M	Zip	

Job Title: Media and Communications
Manager



Country

USA

Email



Phone



From

To

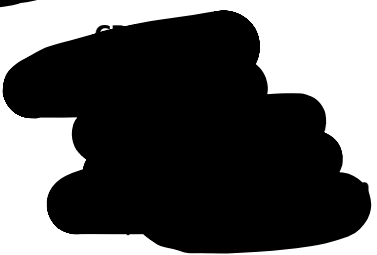


Title

Relationship

Address

City



State

Zip

Country

Email

Phone

From

617



EMPLOYMENT HISTORY

Present Position

Name of Employer



Present Title

Founder

Employer's State

Massachusetts

Start Date

03/24/2016

Work Experience #1

Employer



Employed from
(mm/yyyy)

01/2015

Employed to
(mm/yyyy)

03/2016

Title

Content Marketing Specialist

Work Experience #2

Employer



Employed from
(mm/yyyy)

10/2013

Employed to
(mm/yyyy)

06/2015

Title

Broadcaster and Marketing
Communications Lead

Work Experience #3

Employer



Employed from
(mm/yyyy)

08/2012

Employed to
(mm/yyyy)

09/2013

Title

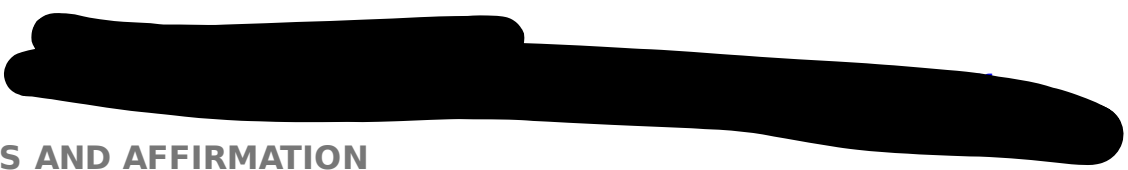
Insurance Salesman

ATTACHMENTS

Attachment

Resume

Transcripts



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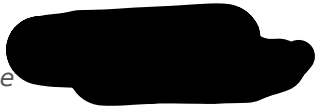
having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

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I agree to the terms **Affirm**
above

Initials



Affirmation Date

DIGITAL BRANDING EXPERT

ABOUT

I provide digital branding and content marketing services to independent businesses. I specialize in professional copywriting, design, and social media strategy.

CONTACT

EXPERIENCE

FOUNDER | [REDACTED] | MAR 2016 - PRESENT

- Providing top-notch digital branding and content marketing solutions for realtors, startups, and other independent businesses.

CONTENT WRITER & SOCIAL MEDIA SPECIALIST | [REDACTED] | MAR 2015 - APR 2016

- Worked with many startups in the Israeli tech sector, especially [REDACTED] startups.
- Wrote high-quality content for client blogs, web content, marketing materials, as well as created original content for all social media channels.
- Grew clients' social media presence by managing both campaigns & strategy for maximum ROI.
- Integrated SEO keywords into all written content for optimal exposure.

MARKETING WRITER | [REDACTED] | NOV 2013 - OCT 2015

- Created original marketing content for the clients of a Web Development firm.
- Wrote optimized content for the [REDACTED] company blog.
- On-page content writing for client pages.
- Optimized each page with SEO keywords.

BROADCASTER & SOCIAL MEDIA MANAGER | [REDACTED] | OCT 2013 - FEB 2015

- Provided live commentary & analysis for English broadcasts of [REDACTED] basketball games.
- Contributed original content to the team's social media channels.
- Successfully increased the company's group ticket sales to various tour groups, universities, kibbutzim, MASA groups, and local Haifa businesses.

INSIDE SALES REPRESENTATIVE | [REDACTED] | AUG 2011 - OCT 2013

- Underwrote auto insurance policies for a portfolio of clients, while maintaining leads in Salesforce.
- Underwrote over 690 auto insurance policies during a 15-month period, generating \$120,000 in annual corporate revenue, averaging 2.3 sales/day
- Achieved a P&C insurance sales license in Indiana, Missouri, California, & Pennsylvania

EDUCATION

- 2008** UNIVERSITY OF COLORADO AT BOULDER
BA. GEOGRAPHY
- 2007** UNIVERSITY OF MINNESOTA-TWIN CITIES
STUDY ABROAD, ITALIAN
- 2003** AMERICAN FIELD SERVICE (AFS)
EXCHANGE STUDENT PROGRAM - ARGENTINA

SKILLS

- HOOTSUITE & SOCIAL MEDIA MARKETING
- PHOTOSHOP, CANVA, & SKETCH
- WIX, WORDPRESS & SQUARESPACE
- MS OFFICE
- SALESFORCE
- FLUENT SPANISH

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? District Web Site

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

January 17, 2018

To Whom It May Concern:

Please review the attached resume in consideration as Media and Communications Manager. I am a veteran senior TV news editorial manager and award-winning writer/journalist with midsize and major market experience including many years working in Detroit, Cleveland, Providence and Boston, among others. My public relations and media relations skills span both the private and public sectors as well, including counsel to executive leadership.

I maintain a permanent residence in Rhode Island so relocation is not an issue.

My background includes print newsroom management. In broadcasting I have been responsible for major market newsrooms with at least 100 staff.

So, why would you want to hire me? There's no quick answer, but, let me lay out several reasons why I believe I am a very strong candidate.

As an active member of the press corps I am constantly barraged by publicists seeking my attention for this issue or that, this client or that product. Few know how to get past 'hello' because their only media exposure has been in a 'clinical' setting of agency work. Very few have my background of working directly with editorial



leaders who understand what has to be there from the initial pitch to the final execution of the press event - and, can understand the varying demands of multi-platform journalism. I am an accomplished writer for every media platform and have received numerous awards and/or nominations for excellence in my field.

So, my industry and practical experience is critical to get noticed and to establish and sustain strong relationships with a broad range of media. You also have to have someone who is accessible and responsive. My schedule is 24/7, because my business model never closes. Representing your organization is a major responsibility and the feedback journalists relay to co-workers can easily be committed to a record for their individual audiences, too. So, tact and diplomacy are areas I'm well versed in and apply to each and every encounter.

I have been hired again and again to closely analyze existing business operations and institute changes that improved productivity and efficiency. As a manager I have built and rebuilt teams in newsrooms that have often struggled against strong competitors but lacked the right leadership in order to advance.

As a manager I am always involved in recruiting new talent and mentoring existing personnel. I've dealt with scheduling, approving payroll and controlling expenses.

My experience in midsize and major media markets is a strong asset. Having worked with CBS, CNN, NBC, ABC and NNS affiliates, bureaus, satellite booking, et al I am thoroughly capable of managing resources effectively in order to stay ahead of the competition. If you feel this sort of attitude could be of value I welcome your call or email anytime.



BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you ever had a professional certificate revoked or suspended? **No**

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child? **No**

If yes, please explain

Have you ever had a charge of child abuse against you substantiated? **No**

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended	Oak Park High School	City/State	Oak Park, MI
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Years **4**

Undergraduate Institution #1

Type of School		Name of School	WAYNE STATE UNIVERSITY
State	Michigan	Attended From (mm/yyyy)	09/1977
Attended To (mm/yyyy)	05/1981	Graduation Date (mm/yyyy)	05/1981
Degree	Bachelor of Arts	Subject	Other: Communications

Undergraduate Institution #2

Type of School		Name of School
State		Attended From (mm/yyyy)
Attended To (mm/yyyy)		Graduation Date (mm/yyyy)
Degree		Subject

Graduate Institution #1

Name of School		City/State
From (mm/yyyy)		To (mm/yyyy)
Graduation Date (mm/yyyy)		Degree
Degree Subject		

Graduate Institution #2

Name of School		City/State
From (mm/yyyy)		To (mm/yyyy)
Graduation Date (mm/yyyy)		Degree
Degree Subject		

LANGUAGE SKILLS

Language Skills

Language 1	None	Reading Ability
Writing Ability		Speaking Ability
Language 2	None	Reading Ability
Writing Ability		Speaking Ability
*If other, please describe:		Reading Ability
Writing Ability		Speaking Ability

REFERENCES



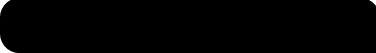
Title		Relationship	
Address		City	
State		Zip	
Country			
Email		Phone	
From		To	



Title
Address
State
Country
Email
From



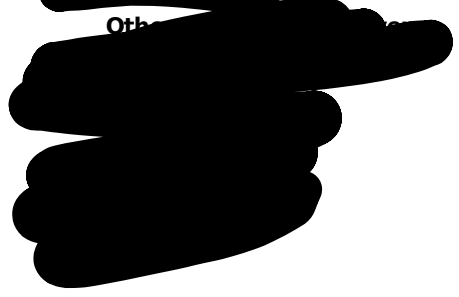
Relationship
City
Zip
Phone
To



Title
Address
State
Country
Email
From



Relationship
City
Zip
Phone
To



EMPLOYMENT HISTORY

Present Position

Name of Employer
Employer's State



Present Title
Start Date

Assignment Manager
12/01/2014

Work Experience #1

Employer
Employed to
(mm/yyyy)



Employed from
(mm/yyyy)
Title

11/2009
Assistant News Director

Work Experience #2

Employer
Employed to
(mm/yyyy)



Employed from
(mm/yyyy)
Title

10/2006
Managing Editor

Work Experience #3

Employer
Employed to
(mm/yyyy)

Employed from
(mm/yyyy)
Title

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

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I agree to the terms **Affirm**
above

Initials

Affirmation Date



[REDACTED]
[REDACTED]
[REDACTED] 20
[REDACTED]
Television News

[REDACTED]
Assignment Manager (began as Senior Producer)

12/2014-present

Hired to improve production values of AM news block through better management of resources, story planning, writing, et al. Now responsible for managing daily editorial assignments and story coverage including special projects.

[REDACTED]
Assistant News/Content Director

11/2009-12/2014

Responsible for editorial content across multiple platforms, training of new and existing staff, developing and maintaining community relations. Also interim Executive Producer involved in production of #1-rated morning two-hour broadcast.

[REDACTED]
Managing Editor

10/2006-09/2009

Lead over 100 employees in daily production of over six hours of news programming. Chiefly responsible for developing and managing content from reporters/photographers, as well as use of helicopter.

[REDACTED]
Assignment Editor

08/2002-02/2003

Managed weekend staff for market's premiere 10PM broadcast.

[REDACTED]
Assignment Manager

06/1996-08/2002

Lead over 50 employees in daily production of over five hours of news programming. Chiefly responsible for developing and managing content from reporters/photographers. Helped sustain station's market dominance in ratings.

[REDACTED]
Assignment Manager

08/1992-06/1996

Lead over 50 employees in daily production of over five hours of news programming. Chiefly responsible for developing and managing content from reporters/photographers. News department received AP News Station of the Year under my leadership. Also, nominated for a New England Regional Emmy.

[REDACTED]
Assignment Manager

01/1991-08/1992

Lead over 50 employees in daily production of over five hours of news programming. Chiefly responsible for developing and managing content from reporters/photographers.

[REDACTED]
Assignment Manager

09/1989-01/1991

Lead over 40 employees in daily production of over five hours of news programming. Chiefly responsible for developing and managing content from reporters/photographer

[REDACTED]
Assignment Manager

06/1987-09/1989

Lead over 20 employees in daily production of over five hours of news programming. Chiefly responsible for developing and managing content from reporters/photographer Occasional line producing as assigned.

Page Two [REDACTED]

Additional Media Experience:

[REDACTED] Warwick, RI

Associate Editor

02/2003-10/2006

Assistant to the publisher in the production of multiple print/web platforms serving multiple cities. Work included editorial story selection, copy writing/editing, digital photography, reporting, customer relations.

[REDACTED] Cranston, RI

Press Secretary

09/2002-02/2003

Contract, direct report to Executive Director of public healthcare and disability services department with multiple campuses. Responsible for all media relations and updating of department website, development of marketing instruments, legislative relations and community relations.

[REDACTED] Providence, RI

Writer (freelance)

09/2002-02/2003

Service monthly publication by developing a multitude of articles on various subjects and/or topics, both hard news and features.

[REDACTED] Providence, RI

08/2002-09/2002

Press Secretary

Responsible for all media/public relations activities, press kits, press conferences, at al related to a primary mayoral election candidate.

Additional experience detailed upon request.

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn
about this position?

Contact Information

First Name

Middle Name

Have you worked
here before?

Last Name

Email

Primary Phone

Present Address

Street

State

Country

City

Zip Code/Postal Code

Work Authorization

Are you legally able
to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building

Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter

BACKGROUND INFORMATION

Background

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violation of law other
than a minor traffic
violation? **No**

If yes, please explain

Have you ever had a
professional **No**



certificate revoked or
suspended?

If yes, please explain

Have you been **No**
convicted of any
offense for physical
or sexual abuse of a
child?

If yes, please explain

Have you ever had a **No**
charge of child abuse
against you
substantiated?

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended City/State
Years

Undergraduate Institution #1

Type of School Name of School
State Attended From
(mm/yyyy)
Attended To Graduation Date
(mm/yyyy)
Degree Subject

Undergraduate Institution #2

Type of School Name of School
State Attended From
(mm/yyyy)
Attended To Graduation Date
(mm/yyyy)
Degree Subject

Graduate Institution #1

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date Degree
(mm/yyyy)
Degree Subject

Graduate Institution #2

Name of School City/State
From (mm/yyyy) To (mm/yyyy)
Graduation Date Degree
(mm/yyyy)
Degree Subject



LANGUAGE SKILLS

Language Skills

Language 1	Other*	Reading Ability
Writing Ability		Speaking Ability
Language 2	None	Reading Ability
Writing Ability		Speaking Ability
*If other, please describe:		Reading Ability
Writing Ability		Speaking Ability

REFERENCES



Title		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	



Title		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	



Title		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	

EMPLOYMENT HISTORY

Present Position

Name of Employer	Present Title
Employer's State	Start Date

Work Experience #1

Employer	Employed from (mm/yyyy)
Employed to (mm/yyyy)	Title

Work Experience #2

Employer	Employed from (mm/yyyy)
Employed to (mm/yyyy)	Title



Work Experience #3

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

ATTACHMENTS

Attachment

Resume



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above

Initials

Affirmation Date

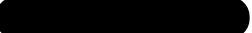




Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience


Ecommerce Specialist

 - Nashua, NH

July 2015 to Present

- Create monthly social media content calendar and a social media strategy for the year
- Produce and develop engaging website and social media content, along with special marketing and email campaign projects and communication materials
- Daily maintenance and usage of Facebook, Twitter and Instagram platforms to reach new members
- Track and analyze social media data analytics for performance reports
- Develop and create blog articles and video content, as well as edit and update company website on a daily basis
- Create engaging and informative marketing collateral for print and digital use

Event Coordinator & Marketing Team Member

 - Boston, MA

May 2014 to April 2015

- Hosted in-store demonstrations, sporting events and school specific samplings to create brand awareness
- Coordinated with local schools, sporting camps and businesses to manage registration, flow process, timeline requirements and other event logistics
- Collaborated with venues for optimal placement of company booth to maximize public interaction and exposure
- Demonstrated strategic planning skills to position product demonstrations for maximum consumer interaction
- Responsible for complete brand and product knowledge to properly market and sell the product to consumers
- Tested and recorded Point of Sale copy and pricing strategies for effectiveness

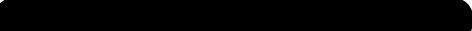
Communications & Production Intern

 - Nashua, NH

May 2014 to September 2014

- Researched, produced and edited sound bites for radio shows
- Researched player and team statistics and information for talk show hosts
- Responsible for soliciting and booking guests for shows
- Updated and maintained Social Media platforms

Community Involvement & Promotions Intern

 - Manchester, NH

May 2014 to September 2014

- Responsible for promoting  brand at events
- Interacted and engaged children between ages three to ten at  events

- Coordinated, set up booth displays, and staffed events

Creator, Host & Producer

[REDACTED] - Nashua, NH

May 2013 to May 2014

- Created, produced, and hosted a television and online weekly sports talk show
- Created show awareness and community interaction through social media outlets

Intern

[REDACTED] Weston, CT

September 2012 to December 2012

- Performed copy research to improve client video promo content
- Performed edits to content and layout of client's website

Intern

[REDACTED] - Bridgeport, CT

September 2012 to December 2012

- Verified promotional content in insertion into broadcast scripts
- Facilitated the coordination and distribution of promotional prizes

Education

Bachelor of Science in Journalism & Marketing Communications

Emerson College - Boston, MA

2015

Skills

Social Media Management, Microsoft Suite, Final Cut Pro, Audacity, Adobe InDesign, Adobe Audition, Adobe Photoshop, Wordpress, Digital Insight (CMS), HTML, SEO

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn about this position? **Other: Framingham Source**

Contact Information

First Name [Redacted] Last Name [Redacted]
Middle Name [Redacted] Email [Redacted]
Have you worked here before? [Redacted] Primary Phone [Redacted]

Present Address

Street [Redacted] City [Redacted]
State [Redacted] Zip Code/Postal Code [Redacted]
Country [Redacted]

Work Authorization

Are you legally able to work in the U.S.? [Redacted]

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender [Redacted] Ethnicity [Redacted]

Internal

Current Building [Redacted] Present Job [Redacted]
Supervisor Name [Redacted]

COVER LETTER

Cover Letter

Cover Letter

Dear Sir or Madam:

This letter is in regards to the Media and Communications Manager position for the Framingham Public Schools. I feel that my 17 years of strong marketing experience, along with my passion for the Framingham Public Schools as a proud father to two daughters in the system, will allow me to succeed in this role.

I am currently working at [Redacted] as a Marketing Manager. Although I have enjoyed my time in this position, I feel that the time is right to make a change. My past work experience has given me the skills and tools to help lead, develop, and manage important marketing initiatives, and that is something that I have not had a chance to do in my current position. My passion for education is strong, and I would like to continue in this important field.

Over my career, I have developed a strong skillset in both online and offline marketing. I have significant experience working with Marketo, Salesforce, Constant Contact, and other CRM software. I have also designed hundreds of print, digital, and email advertisements, including one campaign that won the [Redacted]



In addition, I have created and implemented many successful social media campaigns and have significant experience in both lead generation and lead nurturing.

As a former Director of Marketing, Brand Manager, and Product Manager, I have gained a lot of valuable experience in leading teams, managing brands, and developing new products that fill vital needs in the marketplace. I received my MBA from Northeastern University with a dual concentration in Marketing and Management. Co-workers describe me as someone who is passionate and strategic, who has exceptional writing and verbal skills, who works very well with others, and who isn't afraid to roll up my sleeves to get any task done.

Attached is my resume for your review. I have many examples of my work that I would be happy to provide upon your request, and I am available to meet with you at your convenience. Thank you for your consideration, and I look forward to hearing from you soon.



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Background

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EDUCATION

Secondary/High School Information

School Attended	Sharon High School	City/State	Sharon, MA
# Years	4		

Undergraduate Institution #1



Type of School	College/University	Name of School	CONNECTICUT COLLEGE
State	Connecticut	Attended From (mm/yyyy)	08/1996
Attended To (mm/yyyy)	05/2000	Graduation Date (mm/yyyy)	05/2000
Degree	Bachelor of Arts	Subject	Other: Psychology Based Human Relations

Undergraduate Institution #2

Type of School	Name of School
State	Attended From (mm/yyyy)
Attended To (mm/yyyy)	Graduation Date (mm/yyyy)
Degree	Subject

Graduate Institution #1

Name of School	NORTHESTRN UNIVERSITY	City/State	Boston, MA
From (mm/yyyy)	03/2002	To (mm/yyyy)	12/2004
Graduation Date (mm/yyyy)	12/2004	Degree	Masters
Degree Subject	Business Administrator		

Graduate Institution #2

Name of School	City/State
From (mm/yyyy)	To (mm/yyyy)
Graduation Date (mm/yyyy)	Degree
Degree Subject	

LANGUAGE SKILLS

Language Skills

Language 1	Spanish	Reading Ability	Moderate
Writing Ability	Basic	Speaking Ability	Basic
Language 2	None	Reading Ability	
Writing Ability		Speaking Ability	
*If other, please describe:		Reading Ability	
Writing Ability		Speaking Ability	

REFERENCES



Title		Relationship	
Address		City	
State		Zip	
Email		Phone	
From		To	



Title		Relationship	
Address		City	

Job Title: Media and Communications
Manager

State

Email

From

Zip

Phone

To

Address

State

Email

From

Relationship

City

Zip

Phone

To

EMPLOYMENT HISTORY

Present Position

Name of Employer

Employer's State

Present Title

Start Date

Marketing Manager

01/30/2017

Work Experience #1

Employer

Employed to
(mm/yyyy)

07/2016

Employed from
(mm/yyyy)

Title

09/2014

Senior Marketing Manager

Work Experience #2

Employer

Employed to
(mm/yyyy)

03/2014

Employed from
(mm/yyyy)

Title

05/2013

Director of Marketing

Work Experience #3

Employer

Employed to
(mm/yyyy)

05/2013

Employed from
(mm/yyyy)

Title

01/2008

Brand and Product Marketing
Manager

ATTACHMENTS

Attachment

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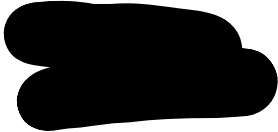
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above

Initials



Affirmation Date

[REDACTED]

Experience

1/17-Present [REDACTED]

Marketing Manager, Professional Advancement Network **BOSTON, MA**

- Create and implement strategic lead generation and nurturing initiatives, including content creation, email communications, search optimization, banner advertising, and video design, to increase the quantity and quality of Northeastern's graduate students
- Responsible for all marketing initiatives within the Leadership and Management portfolio and the Master of Legal Studies
- Strongly utilize Marketo and Salesforce to develop and maintain landing pages, create content programs, and report on lead generation and nurture results
- Work with recruiters and admissions on event strategy, including outreach, landing pages, email communications, and reporting
- Increased enrollment numbers since January 2017 for all seven Master's programs in my portfolio

2014-2016 [REDACTED]

Senior Marketing Manager **BOSTON, MA**

- Responsible for marketing many award-winning programs produced by [REDACTED] including [REDACTED] stations throughout the country in order to solidify air time and increase viewership
- Oversaw all digital marketing efforts, including turnkey social media, email newsletters, asset development, and website design
- Planned and supported over 200 station events by developing marketing toolkits, coordinating talent, and creating compelling advertising and social media outreach
- Helped lead the marketing campaign for American Experience's Academy Award nominated documentary, [REDACTED]
- Frequently collaborated with executive producers on station outreach, events, and budgets for more than 15 [REDACTED] series

2013-2014 [REDACTED]

Director of Marketing **WAYLAND, MA**

- As head of the marketing department, oversaw all company marketing efforts, including print, digital, and email advertising, social media, web design, brochure creation, customer communications, trade show materials, and other key initiatives that helped [REDACTED] grow over 20%
- Increased [REDACTED] social media presence by over 30%
- Won the [REDACTED] Award for Communication Programs
- As part of the senior management team, was involved directly with making important company-wide decisions that helped [REDACTED] continue to grow and succeed
- Managed marketing team members in all initiatives and worked with them to improve their skill sets

2008-2013

Brand/Product Marketing Manager**WALTHAM, MA**

- As brand manager, created all television, radio, web, and print advertising, managed our public relations agency, built social media campaigns, and designed other initiatives to strengthen the [REDACTED] brand in the marketplace
- Supervised two employees and controlled a \$2 million budget
- As product manager, developed and executed key marketing programs, including promotions, business development, pricing, print catalogs, and trade shows for [REDACTED] windows, doors, and patio rooms
- Developed new products based on market needs, including [REDACTED], which won the [REDACTED] Award for Most Innovative Product from [REDACTED]

2006-2008

Brand Marketing Manager, Gaggenau**CANTON, MA**

- Responsible for the development and implementation of all marketing programs for North America, including literature creation, advertising, website design, event planning, sales support, trade shows, budget forecasting, and public relations, some of which were applied throughout Gaggenau worldwide
- Increased sales of Gaggenau by 64% while significantly cutting costs, and built brand recognition through the creation of innovative marketing campaigns, including new interactive literature, improved web layout and content, live cooking events, and specific programs for key target groups
- Presented Gaggenau in strategic and motivational meetings to dealers, distributors, architects, designers, partners, and other groups throughout the United States and Canada, and represented North America in many international marketing meetings within the company

2005-2006

Senior Associate, Marketing**BOSTON, MA**

- Successfully positioned [REDACTED] in the New England and Upstate New York marketplaces by developing and leading various marketing initiatives, including collateral development, event planning, research analysis, and brand management
- Created and designed marketing brochures, chosen as a “Best Practice,” containing key messages and information on [REDACTED]’s services for the Boston and Albany offices

Education

2003-2005

NORTHEASTERN UNIVERSITY**BOSTON, MA**

Master of Business Administration Degree, December 2004

Dual Concentration: Marketing and Management

Co-Op: Unilever, Integrated and Brand Marketing

1996-2000

CONNECTICUT COLLEGE**NEW LONDON, CT**

Bachelor of Arts in Psychology Based Human Relations, Cum Laude, May 2000

Previous Work

1998-2003

[REDACTED] Junior Account Executive; [REDACTED] Assistant
Account Executive; [REDACTED] Media Relations Intern; [REDACTED] Sports Intern

Cover Letter

No result available.

Media and Communications Manager (1827511)

PERSONAL INFORMATION

General Information

How did you learn
about this position?

Contact Information

First Name

Middle Name

Have you worked
here before?

Last Name

Email

Primary Phone

Present Address

Street

State

Country

City

Zip Code/Postal Code

Work Authorization

Are you legally able **Yes**
to work in the U.S.?

Equal Opportunity Information

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select 'Decline to Identify.'

Gender

Ethnicity

Internal

Current Building

Supervisor Name

Present Job

COVER LETTER

Cover Letter

Cover Letter **None**

BACKGROUND INFORMATION

Background

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been **No**
convicted of a
violation of law other
than a minor traffic
violation?

If yes, please explain

Have you ever had a **No**



professional
certificate revoked or
suspended?

If yes, please explain

Have you been **No**
convicted of any
offense for physical
or sexual abuse of a
child?

If yes, please explain

Have you ever had a **No**
charge of child abuse
against you
substantiated?

If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer?

No

If yes, please give the name of the employer, the date and the reason for the resignation or termination

EDUCATION

Secondary/High School Information

School Attended _____ City/State _____ ,
Years _____

Undergraduate Institution #1

Type of School _____ Name of School _____
State **Massachusetts** Attended From _____
(mm/yyyy)
Attended To _____ Graduation Date _____
(mm/yyyy)
Degree _____ Subject _____

Undergraduate Institution #2

Type of School _____ Name of School _____
State _____ Attended From _____
(mm/yyyy)
Attended To _____ Graduation Date _____
(mm/yyyy)
Degree _____ Subject _____

Graduate Institution #1

Name of School _____ City/State _____ ,
From (mm/yyyy) _____ To (mm/yyyy) _____
Graduation Date _____ Degree _____
(mm/yyyy)
Degree Subject _____

Graduate Institution #2

Name of School _____ City/State _____ ,
From (mm/yyyy) _____ To (mm/yyyy) _____
Graduation Date _____ Degree _____
(mm/yyyy)



Degree Subject

LANGUAGE SKILLS

Language Skills

Language 1	Other*	Reading Ability
Writing Ability		Speaking Ability
Language 2	None	Reading Ability
Writing Ability		Speaking Ability
*If other, please describe:	Yoruba	Reading Ability
Writing Ability		Speaking Ability

REFERENCES



Title		Relationship	
Address		City	
State		Zip	
Country			
Email		Phone	
From		To	



Title		Relationship	
Address		City	
State		Zip	
Country			
Email		Phone	
From	11/2018	To	



Title		Relationship	
Address		City	
State		Zip	
Country			
Email		Phone	
From		To	

EMPLOYMENT HISTORY

Present Position

Name of Employer		Present Title	Application Analyst
Employer's State		Start Date	

Work Experience #1

Employer		Employed from (mm/yyyy)	
Employed to (mm/yyyy)		Title	

Work Experience #2



Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

Work Experience #3

Employer

Employed from
(mm/yyyy)

Employed to
(mm/yyyy)

Title

ATTACHMENTS

Attachment

Resume



DISCLAIMERS AND AFFIRMATION

District Policy

Welcome to Framingham Public Schools

Our mission is the educational advancement of every child. By adhering to our core values of RESPECT, RESPONSIBILITY and RESULTS, our staff and students work together to reach the full potential of each learner.

Equal Opportunity Employer

Framingham Public School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

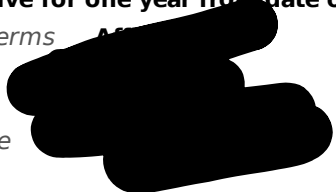
Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

*I agree to the terms
above*

Initials

Affirmation Date





Professional Profile

MBA candidate with a 3.88 GPA and a proven record of success in the technical arena in both corporate and academic environments. Excellent management, project management, problem-solving and troubleshooting skills, combined with effective communication and training skills.


Education:

2015-2017 **Curry College** **(Milton, MA)**
MBA
Cumulated Grade Point Average: 3.88/4.00


2010-2013 **University of Massachusetts Boston (Boston, MA)**
Bachelor of information technology
Degree Honors: Cum Laude
Cumulated Grade Point Average: 3.50/4.00
Dean's list – 5semesters

2009-2010 **Roxbury Community College** **(Roxbury, MA)**
Cumulated Grade Point Average: 3.12

Professional Experience:

July 2017 – Still Present  **(Salem, MA)**
Application Analyst
Major Accomplishment

1. Primary support for one or more applications which may include application configuration and integrations with other applications that extends across the public schools
2. Participate in troubleshooting software and system problems for multiple applications.
3. Monitors and maintains performance and reliability of application systems, recommends and takes corrective/preventive actions.
4. Work with vendors in upgrading and/or troubleshooting system/application issues.
5. Coordinates with vendors for application and system upgrades.
6. Creates and maintains documentation for assigned systems.
7. Identify and document key business process and problem points.
8. Ensure that any new software integration into the organization systems meets functional requirements.
9. Provides system integration and support to various city departments to integrate Munis with other IT applications.
10. Responsible for maintaining all digital and hard copy files for all business process analyst work in the department.

Jan 2017 – August 2017 **MBA Student**  **(Newport, RI)**
(Business system analyst Consultant)
Major Accomplishments

1. Developed innovative mobile app prototype to improve organization efficiency and enhance customers satisfaction.
2. Researched information about USPA and polo clubs in New England. Organized and compiled results of best practices in polo industry.
3. Interviewed and evaluated client marketing strategies.
4. Revised existing system and made recommendation on Wi-fi enhancement and Mobile app development.
5. Designed prototypes, visual interfaces and interaction of mobile application using Justinmind tools.

June 2015 – July 2017  **(Lynnfield, MA)**
Accounting Specialist

Major Accomplishments

1. Tracks inventory usage
2. Reconciles postage received and spent
3. Interact with Senior Management.
4. Investigate missing postage for clients
5. Creates postage reconciliation spreadsheet for clients
6. Work with excel spread sheets, word, access, RIMs, DF works and OOM tracking system.
7. Responsible for working with clients to identify error with postage balance.

Dec 2013 – Oct 2014

(Canton, MA)

Major Accomplishments:

1. Support team projects and responsible for generating and exporting SSRS reports. Used expressions to Calculate, Group, Filter, Parameterize, and Format the contents of the report.
2. Using SSRS to support created well-formed reports and web-based reports for insurance related applications and transactions.
3. Developed Web services using ASP.Net Visual Basic.
4. Extensively used ASP.NET, VB.NET Validation Controls in the Web Pages.
5. Used Data Adapters and Datasets.
6. Create SQL nested queries, Views, Stored Procedures, triggers and calling them from the Data Access Layer.
7. Perform unit testing and fixed the issues that occurred during testing process. Involve in designing, updating the application as required.

Core Skills and Interests:

1. Supply chain Management & Operations Analysis
2. Strategic process and planning
3. Strategic Marketing
4. Strategic financial Management
5. Debugging/Testing
6. Problem solving
7. Web/Database
8. Project Management
9. Prototype design
10. Business process documentation

Working knowledge of:

1. Microsoft Visual Studio, MS Office Suite (Word, Power Point, Access, Excel)
2. Dreamweaver, Justin mind (Application prototype tool)
3. Word Press, Crystal Report 2008
4. SQL, ASP.NET, HTML5,VB
5. Viewpermit, Aspen, Blackboard Connect, SchoolCity

Cover Letter

No result available.

Stephen R. Coleman

East Stroudsburg, PA · 570-807-2799

Spacegod32@gmail.com · <https://spacegod32.wixsite.com/portfolio-2/bio-er1h7>

EDUCATION

Bachelor of Fine Arts; Fine Arts and Graphic Design, EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA

2019

Associate of Science; General Studies, LACKAWANNA COLLEGE

2013

PROFESSIONAL EXPERIENCE

SPACE CIVILIANAIRES

JANUARY 2016-PRESENT

FOUNDER/OWNER

- Design apparel using Adobe Illustrator and Photoshop
- Marketing and advertising through social media and company website
- Managing new product updates and launches on the Space Civilianaires Web Store
- Online and Digital Sales
- Youth Leader/Mentor
- Non-profit organization for women and single mothers

OAK FOODS

AUGUST 2019-APRIL 2021

Graphic Designer/Photographer

- Design and rebrand labels
- Utilize Microsoft Word, Excel, and Google Sheets
- Photograph all packaging
- Sales and creating graphics elements for marketing use
- Work with project managers regarding design, advertising, and media design
- Create mock-ups, pre-production designs, packaging related documentation and data sheets
- Evaluate final layouts and recommend improvements as necessary on a regular basis.
- Assist in visual media component creation for media design
- Present new ideas for advertising and marketing

BIG FROG CUSTOM T-SHIRTS & MORE

MARCH 2019 – JUNE 2019

Graphic Artist

- Design custom shirts including brand positioning, product packaging while ensuring maximum brand awareness
- Utilization of Corel Draw, Photoshop, and Illustrator
- Garment printing using DTG Printing and vinyl
- Customer Service and Satisfaction
- Conceptualize logo design, gif animations, videos, websites, and social media channels to promote product brands.

GAMUT ART GALLERY

JANUARY 2018 – MARCH 2019

Intern

- Created designs for company
- Assisted with website upkeep
- Made flyers for events
- Made designs and products for non-profit Go-Collaborative
- Leverage rebranding expertise in enhancing client's corporate image to ensure profitability and business growth

SKILLS

- 5+ years Adobe Creative Suite
- Corel Draw
- Outstanding knowledge of Microsoft Office
- Photography
- Video Production and Editing
- Web Design
- Layout Design
- Creative Directions
- Excellent oral communication
- Exceptional sketching and drawing abilities
- Brand Development
- Social Media Marketing
- Advertisement
- Illustration
- Digital/Online Sales and Conversions
- Apparel Design
- Fashion Design
- Time Management
- Pattern Making
- Creative visualization and design abilities

Space™

Civilianaires

261 Washington street, East Stroudsburg, PA 18610

Spacegod32@gmail.com / 570-234-6925

<https://spacegod32.wixsite.com/portfolio>

Stephen R. Coleman

I'm writing this letter to express my interest in your graphic design position.

From day one, I believe that i can begin making valuable contributions to the design team. I have a wide range of skills that combine illustration and Graphic art. My expert knowledge on Adobe Creative Suite, will allow me to play a key role on contributing towards the design goals. The highlight of my skills go towards creating logo's, branding, and apparel. Those are the three fields that I perform the best while working towards a goal. I developed a clothing brand that displays a lot of my work and shows a lot of my skills at hand. I have created Logo's for client's as well as help with the branding for those client's.

I hope to have the opportunity to discuss with you one on one how my skills and strengths would best serve your company. I appreciation your time.

Sincerely,

Stephen R. Coleman





\$pace

Civilianaires

Tour

I

Nhi Nguyen

38 Fenton , Dorchester, MA 02122
617-412-1568
nnguyen766@massart.edu

DESIGN SKILLS

Branding and Identity System
Typography
UI/UX design
Book and Magazine design
Hand Drawing since 2011
Water color and Acrylic Painting
Design Conceptualization
Group Critique and Discussion

SOFTWARE

Adobe Illustrator
Adobe Indesign
Adobe Photoshop
Adobe Premiere Pro
Adobe After Effect
Adobe XD
3D Max
Figma
HTML, CSS –Basic Codepen

PORTFOLIO LINK

<https://nnguyen766.myportfolio.com/>

EDUCATION

Arena Multimedia,

Ho Chi Minh City, Vietnam

Junior Year 09 – 2012 To 09 – 2014

Quincy College,

1250 Hancock St, Quincy, MA 02169

Graduated 01 – 2016 To 12 – 2018

Fine Art Major

Massachusetts College of Art and Design

621 Huntington Ave, Boston, MA 02115

Junior Year 09 – 2019 To Present

Communication Design Major

WORK EXPERIENCE

LT Dental

1470 Dorchester ave, Dorchester MA 02122

Since 2017 - Present

Dental Assistant and Dental Receptionist

- Taking Xray
- Consult to patient
- Handle the appointment
- Check dental insurance
- Manage all payment/claims

RS Nazarian

333 Washington street #625, Boston MA 02108

06/2021 - 08/2021 (Summer Internship)

Web content/ Marketing and Customer service

- Upload the rendered images and datas on the website
- Create weekly mail for the new products
- Process the new order by writing down the description and email it oversea.
- Inventory for the stock products.

Nhi Nguyen

BOSTON, MA

38 Fenton st, Dorchester, MA 02122

617-412-1568

nnguyen766@massart.edu

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the UX and UI design. I am highly motivated and progress-focused with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives that I believe will prove valuable to your company.

Throughout the course of my career, I have perfected my thinking and creative abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed critical thinking, communication, and design toward team efforts and business improvements. I am progressive-minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong teamwork talents. I enjoy collective brainstorming sessions which allow me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Nhi Nguyen

Nhi Nguyen

38 Fenton , Dorchester, MA 02122

617-412-1568

nnguyen766@massart.edu

Please visit: <https://nnguyen766.myportfolio.com> for my portfolio. Thank you!

Philip Xavier Rollins
4235 Mary Ridge Drive
Randallstown, Maryland 21133
(443) 651-5904 (c)
philiprollins15@yahoo.com
philip.rollins@bison.howard.edu

Education: Howard University class of 2022
Randallstown High School, class of 2018
Deer Park Middle Magnet School – Visual Arts magnet (2011, 2012, 2013)

Experience: Baltimore City School Volunteer (2014, 2015, 2016)
Assisted in the preparation and placement of bulletin boards, posters and anchor charts in classrooms, and decorated bulletin boards in the school halls.

Dick’s Sporting Goods (2020)
Operations team associate

Wegmans Grocery Store (2020)
Meat Department Associate

Activities: School and Athletic Activities:

- Howard University Football team (2018-)
- Randallstown Rams High School Football Team (2014, 2015, 2016, 2017)
- Randallstown Rams High School Basketball Team (2015, 2016, 2017)
- All Star Football games (2013, 2014, 2017)
- Baltimore Public High School All County and All Division Football Player, 1st Team (2016, 2017)
- Carroll County Crushing Crows Spring Indoor Football Team (2012, 2013, 2015, 2016)
- Deer Park Bucks Middle School Basketball Team (2014)
- Owings Mills Wolfpack Football Team (2013)
- Randallstown Panthers Football Team (2011, 2012)
- Several Summer Prospect Football Camps (2017)

Community Service Activities:

- Served dinner to the needy at the Morgan State University Chapel’s annual Thanksgiving event. (2015, 2016)
- Distributed food and gifts to needy families as one of Santa’s helpers for the non-profit organization Joy of Living. (2013, 2014, 2015, 2016, 2017)

**Awards/
Recognition:**

- Alpha phi alpha Scholarship Program (2016-2018)
- Randallstown Rams Football—Varsity Outstanding Lineman (2016)
- Football All Star Games, nominee & participant (2013, 2014, 2016, 2017)
- Team Captain for Owings Mills Wolfpack Football Team (2013)
- Randallstown Rams Scholar Athlete

References: Provided upon request

Philip Rollins

4235 Mary Ridge Drive
Randallstown, Maryland 21133
(443)-651-5904
philiprollins15@yahoo.com
philip.rollins@bison.howard.edu

February 17, 2021

Dear Howard University ,

I am writing to express my sincere interest in the Public Relations and Graphic Design Assistant Position at Howard University. I am an ambitious, outgoing, and enthusiastic learner. This combination has prepared me to be a qualified applicant for this opportunity within your organization. After reviewing the vision statement, I am confident that with my knowledge base and passion for graphic design and the fine arts I would be a great candidate for this opportunity.

My time at Howard University already has really helped me not only as a better graphic designer but as a better career ready student and future graduate. I have worked under and been taught by so many great artists that have helped groom me into the person I am and has given me a pathway into getting my start as a graphic designer. Not only with my passion in arts but my discipline and ability to adapt to any environment or situation that can help better my team and the organization as a whole are just some of the qualities that I have been taught and value through my career.


I am fully fit for this position because I have an immense passion for graphic design. I have enjoyed learning the functionalities of everything from working with a team, to being able to connect with people and being coachable. I first heard of this opportunity from an advisor at Howard University, being able to show my talents and get experienced in public relations and having the opportunity to working to design and develop graphics for CCPS would be great for my career. I am interested in and excited to be a part of the future of

this company and all its impact on the careers of students like mine. I will utilize the knowledge and skills I have gained during my studies at Howard University and welcome the opportunity to learn and retain even more if selected for this position . My ability to adapt, collaborate, listen, and problem solve will hopefully bring value to any and every situation.

Much like my first experience in learning how to be a better designer , I am looking forward to this position that will have adequate space and support for me to learn and grow as a graphic designer . I am aware that there may be a learning curve, but I am excited because it will expose the best parts of my character and work ethic. Thank you for taking the time to read this along with my resume.

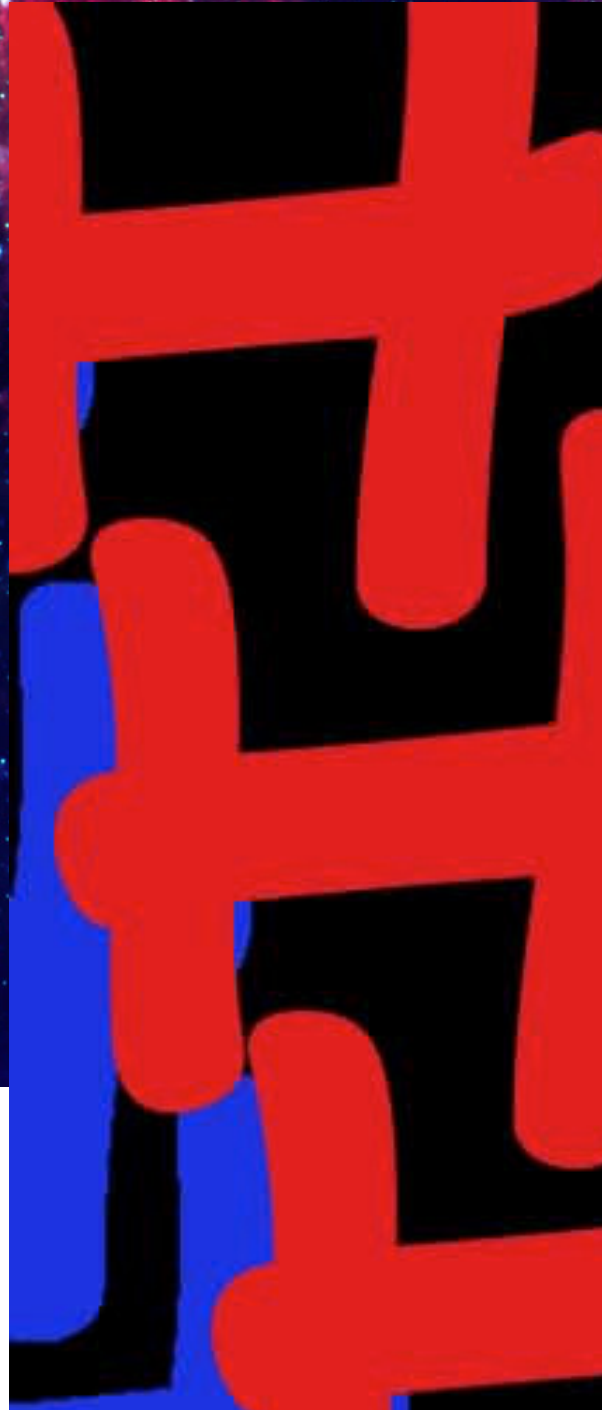
Sincerely,

Philip Rollins

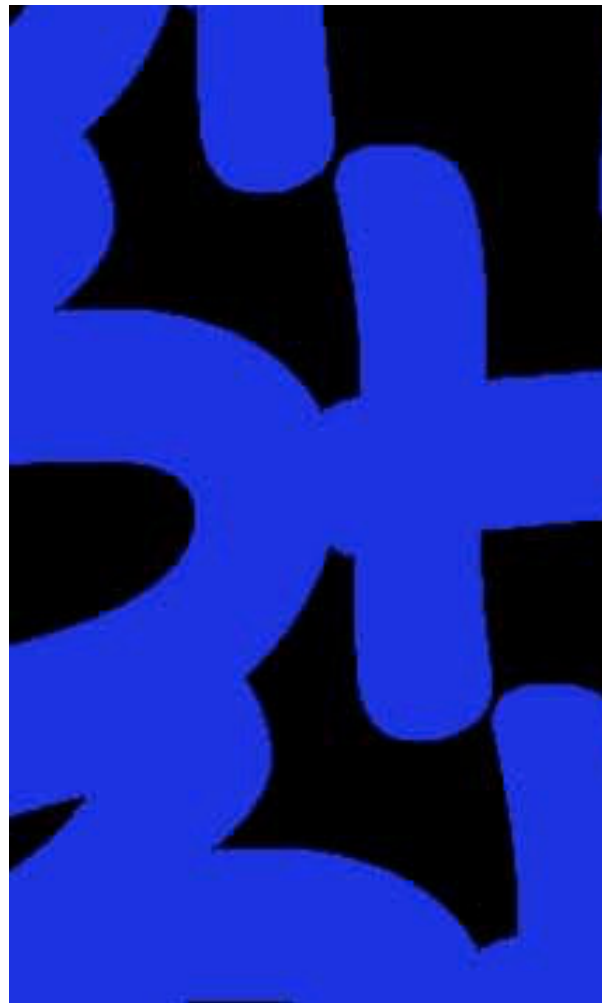
Join us on the Wixapp 

Philip

Rollins









RINA ONYEME

Graphic & Web Designer

rinajoydesigns@gmail.com

+1 401 679 3078

www.rinajoy.co

ABOUT ME

Rina Onyeme has a life-long passion for creative storytelling, strategic community engagement, and building successful brands. Rina is recognized for her leadership and design work in various capacities. Her experience with print design, social media management, digital advertising, web development, and brand strategy, as well as her technical and interpersonal skills, have demonstrated value in her cross-sector roles.

Upon moving to Rhode Island, Rina attended Johnson and Wales University and received her BFA in Graphic Design & Digital Media, May 2019. She furthered her research at Suffolk University in Boston, graduating with a Master of Arts in Graphic Design, May 2021.

DESIGN SKILLS

- ◆ Branding & Identity
- ◆ Web Design
- ◆ UI/UX design
- ◆ Wordpress
- ◆ Photography
- ◆ Typography
- ◆ Adobe Creative Cloud
- ◆ Microsoft Office Suite
- ◆ Layout Design
- ◆ Illustration
- ◆ User-centered Design
- ◆ Editorial Design
- ◆ HTML 5 & CSS

INTERESTS

- ◆ Photography
- ◆ Pattern Design
- ◆ Illustration
- ◆ Creative Thinking
- ◆ Print Design
- ◆ Storyboard Creation

EDUCATION

MASTER OF ARTS IN GRAPHIC DESIGN
SUFFOLK UNIVERSITY SEPT. 2019 - DEC. 2021

BACHELORS OF SCIENCE IN GRAPHIC DESIGN
JOHNSON & WALES UNIVERSITY SEPT. 2015 - AUG. 2019

EXPERIENCE

GRAPHIC DESIGN INTERN

*INTEGRATED MEDIA GROUP (IMG), CRANSTON RI.
May 2019- August 2019*

Handle all aspects of consumer relations and customer support for up to 100 customers per day.

Designing of RISBJ and Shop Local Rhody, two publications that IMG produces.

Making and implementing marketing material and logo design as well as, social media graphics, web graphics development of home page design (mockup based), landing page custom designs, email template designs, including the overall functions of a website and media materials for client based work.

LEAD GRAPHIC DESIGNER

WILDCAT CENTER, PROVIDENCE RI. FEB. 2019

Collaborated as team to plan, design and develop brand Identity. Designing logo and posters for the brand. Managing communication with the client through emails and basecamp.

The purpose of the design was to capture the attention of passerby and get them to visit the garden area as well as to educate and familiarize the students on the origin of the plants they use in cooking.

REFERENCES

KEITH KITZ

*Assistant Professor, Art & Design.
kkitz@suffolk.edu*

RITA DALY

*Masters in Graphic Design
Program Director.
rita@dalydaly.com*



Rina Joy Onyeme

40 Jones Street, #104

Providence RI 02903.

With a B.F.A & M.A. in Graphic Design & Digital Media, I have more than six years of professional design experience. I am organized and self-motivated. My studio work and research have provided me with many opportunities to enhance my talents in design, Interpersonal Communication, collaborative projects, Teamwork, Time Management, Visual Communication, assuming leadership roles presenting information to groups of people. I am approachable, fair, logical, and goal-oriented.

I am proficient in various design programs such as Adobe Creative Cloud Apps, web design platforms such as WordPress, Wix, and HTML & CSS.

I have made and implemented marketing material and logo design, social media graphics, Branding & Identity, Brochures/Infographics for several Brands.

My editorial skills include; Document Layout, Editing, Editorial Design, Layout Design, Magazine Layout Design, Marketing, Microsoft Office, Print Management, and Typography.

My hobbies are; Packaging Design, Photography, Photo Retouching, Project Management, public speaking, Site Layout, Social Media, Social Media Marketing, Storyboarding, Team Building.

If given an opportunity, I will use my Interpersonal and software skills to the best of my ability to promote and grow the company.

Sincerely,

Rina Onyeme

RinaJoy Designs

LINK TO ONLINE PORTFOLIOS

- [RinaJoy Designs](#)
- [Interactive .pdf](#)
- [Instagram](#)

Hannah Richo

600 Huntington Avenue
Boston, Ma 02115
(703) 869-1096
hricho16@gmail.com

Education

August 2019 - May 2023

Massachusetts College of Art, Boston, Ma - *Studio for Interrelated Media*

Explore multiple mediums when creating artwork. The degree also involves strong critique elements that encourage students to be involved in discussions about artwork. required to stretch the limits of artistic knowledge through sound design and creating interactive artwork. participate in critiques and encouraged to collaborate with other artists who work in alternative fields.

Skills

Communication Skills

- Working with Clients
- Teaching Students (illustration techniques)

Organization

- Sketching and Brainstorming
- Storyboarding
- Event Planning and setup
- Exhibition preparation
- Safety Understanding
- Report Writing And
- Development
- Scanning and Copying
- Enforcing Procedures
- Project Planning and Reporting

Creative Skills

- Digital Painting (pen tablet and Laptop Touchpad)
- Sculpting (Clay/wood/paper)
- Advanced Adobe Suite (Illustrator, Photoshop, InDesign, Premiere)
- Advanced Photo editing
- Ableton Live sound design
- Bryce
- Beginner C# and Unity
- Sculptris
- Script Writing
- Website building
- Graphic Design

Experience

Freelance Designer and Illustrator

February 2018 - May 2019

Herndon, VA

- worked with a variety of clients making Flyers, Logos, Posters, Book covers, and T-shirt designs
- required to have a high level of skill with adobe suites (specifically Photoshop and Illustrator).
- worked on a deadline and created original illustrations for all the products.

Teaching Assistant

September 2019 - May 2019

Westfield High School, Chantilly, VA

- Working with children with various physical and mental disabilities, collaborating on assignments and leading lessons.
- Organizing a classroom space, working with a variety of materials.
- worked setting up their student show

Editor and Graphic Artist

September 2019- May 2019

Calliope Literary Magazine, Chantilly, VA

- Proficiency with Adobe Suites designing layouts for a magazine.
- Working with a client and collecting submissions to meet a deadline.
- Formatting pages putting art and writing together in a way that made sense and flowed.

Teaching Assistant

May 2019 - June 2019

McNair Elementary School, Herndon, VA

- Assist in teaching students of all grade levels in an artistic setting
- Made diagrams that the teachers would use to teach the younger children how to draw
- Organizing the classroom and art space

Awards

Magna Cum Laude:

National Latin Exam -This Award is given to students who receive high marks on the National Latin Exam

Silver Key at Scholastic Art Competition-Second Place award in a county wide art competition given to a portfolio of digital images made during senior year of high school

Honorable Mention at Herndon Artspace

Computer Art competition- showcase for digital artists living in Herndon, Virginia

Projects and Portfolio

Major Arcana Tarot:

Tarot Card Website- <https://sites.google.com/view/major-arcana-tarot/home>

Portfolio:

<https://hricho16.myportfolio.com/work>

149 Park Drive,
Boston, MA 02215
September 10th, 2021

It is with great enthusiasm that I apply for the Creative Communications Designer role. I am passionate about creating art, especially when that art can serve a purpose. I am interested in learning more about how my artistic experience can be applied to larger scale project, I am interested in telling stories through art that connect people regardless of our differences.

Throughout my High School experience, I had the amazing opportunity to apply my art to real life situations. I worked as a freelance artist. Most of my work revolved around creating designs and characters to endorse a product or tell a story. Throughout my experience I learned how to adapt my personal style to fit the demands of my client which meant experimenting with color and design principles to make art that fit a specific theme. However, because most of my training in the beginning was in graphic design, I often had to quickly teach myself basic drawing principles to create pieces that would satisfy the clients. In teaching myself how to create art traditionally, I became quick to absorb new techniques and eager to learn more. A large part of the freelance work that I did was problem solving. I had to create a poster for a client where I was asked to draw this person but in the style of the Pringle's mascot and design the entire poster like a WPA style advertisement. The first step in the process was to explore the design of the Pringle's cans and create an image that was recognizable but not copywritten. After creating four thumbnail sketches and letting the client decide, I moved on to the creation of the full poster. Last minute the client informed me that they would want the poster to include a whiteboard attachment for writing messages. I then re-worked the design to fit the same aesthetic but with a new piece making the whiteboard act like a packaging label. I usually do not let additional work or project constraints effect my process, I enjoy solving artistic problems and putting extra work into the pieces I am working on. I am a perfectionist, so I like to work to my best effort to create something that exceeds expectations.

I am very self-motivated and spend a great deal of time on whatever it is that I am tasked with. Art is something that I will never grow tired of. I find excitement in learning new skills and applying them to my practice. Over the years I have taken the time to learn as many types of art as possible, becoming proficient in Papermaking, sculpture, wood carving, adobe suites, origami, painting, ceramics, and collage. Everything I learn in one medium usually ends up translating to another. For example, learning how to sculpt has improved the way I draw figures and objects by giving me a hands-on way of studying light and shadows. I would be remiss if I did not mention the amount that I have learned from teaching. From teaching I developed a passion for helping others and learned how to create work in a way that taps into my own childlike wonder. I am passionate about art that means something and speaks to something greater than aesthetics. My overarching goal as an artist is to give a voice to those who are not often represented in mainstream media. Everyone has a story that deserves to be told respectfully and beautifully. I

hold a deep compassion for others paired with a strong artistic background which I believe makes me an excellent candidate. I look forward to discussing the position with you in more detail. Thank you for your time and consideration.

Sincerely,

Hannah Richo

Hannah Alyse Richo

January 6th, 2021

Portfolio Website

<https://hricho16.myportfolio.com/work>



Ian Walker
Graphic Designer & Illustrator
5411 Quentin Street
Philadelphia, Pennsylvania 19128
itwalk308@hotmail.com
215-435-9488

Education Thomas Jefferson + Philadelphia University
Bachelor of Science; Design and Communication 2021

Experience **Fingerprint** *Graphic Design Intern* June 2021-August 2021
Working among a team of interns, we were tasked with branding a non profit organization. I was tasked with logo, type and color exploration as well as creating a brand guidelines for the organization.

Thomas Jefferson University Career Services *Graphic Designer* June 2019-May 2021
Tasked with designing invitations, calendars, flyers etc. while maintaining brand guidelines.

Greg's Kitchen *Customer Service* Philadelphia, PA
June 2019-Present Worked as a server while also taking phone orders and memorizing the menu.

Tubby Robot Philadelphia, PA *Customer Service* April 2018-June 2019
Worked at the register and was tasked with assisting customers and greeting them also.

Achievements President AIGA Jefferson 2020-21

AIGA Jefferson Poster Competition Thomas Jefferson University

AIGA Jefferson Social Media & Communications 2019-20 Thomas Jefferson University

President of National Art Honors Society (Archbishop John Carroll Highschool)

Community Service *Art Class With Saint Katherine's Day School*
Instructed an art class with special needs students who attended my school.

Portraits of Children From Ukraine
Organized for members of the NAHS to create portraits for orphans in Ukraine.

Skills Adobe Programs (Photoshop, Illustrator, InDesign, Lightroom)Photography Skills and Editing Programs, Illustration Skills, Communication Skills, Leadership, Time Management



Ian Walker

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8/23/21

Hello,

My name is Ian Walker and I am a Graphic Designer and Illustrator from Philadelphia, Pennsylvania. I am also a recent graduate of Thomas Jefferson University with a Bachelor's Degree in Graphic Design. I am extremely interested in the position that has been made available. After reviewing the description for this role, I feel that I may be the perfect fit for this position. I take great pride in my design skills, and am willing and ready to explore all facets of design.

For example, during my time at Jefferson University, I have been given many projects that require strength in my skill set, an interest in learning new programs and an understanding of your audience and brand. I created a series of story cards titled "Goddesses of the North" using my digital my conceptual skills and illustration skills. Another project I had done was taking podcasts from This American Life and creating imagery for the podcast along with an accompanying animation, showing that I am always trying to expand expand my skill set. I also created illustrations for a rendition of Hansel and Gretel, along with selecting the typography for the book. For my senior project, I came up with a brand called Cre8: Mindfulness Through Art. I created all brand touch-points such as a website, all packaging designs and cover designs for books, as well as illustrations.

It is with great interest that I submit my resume for this position, and welcome any opportunity you may have to discuss my experiences and skills more in depth. I can be reached at 215-435-9488 or at my email itwalk308@hotmail.com. Thank you for your consideration and hope to hear back from you!

Sincerely,

Ian Walker
Graphic Designer & Illustrator



Ian Walker
Graphic Designer & Illustrator
ianwalkerdesign.org

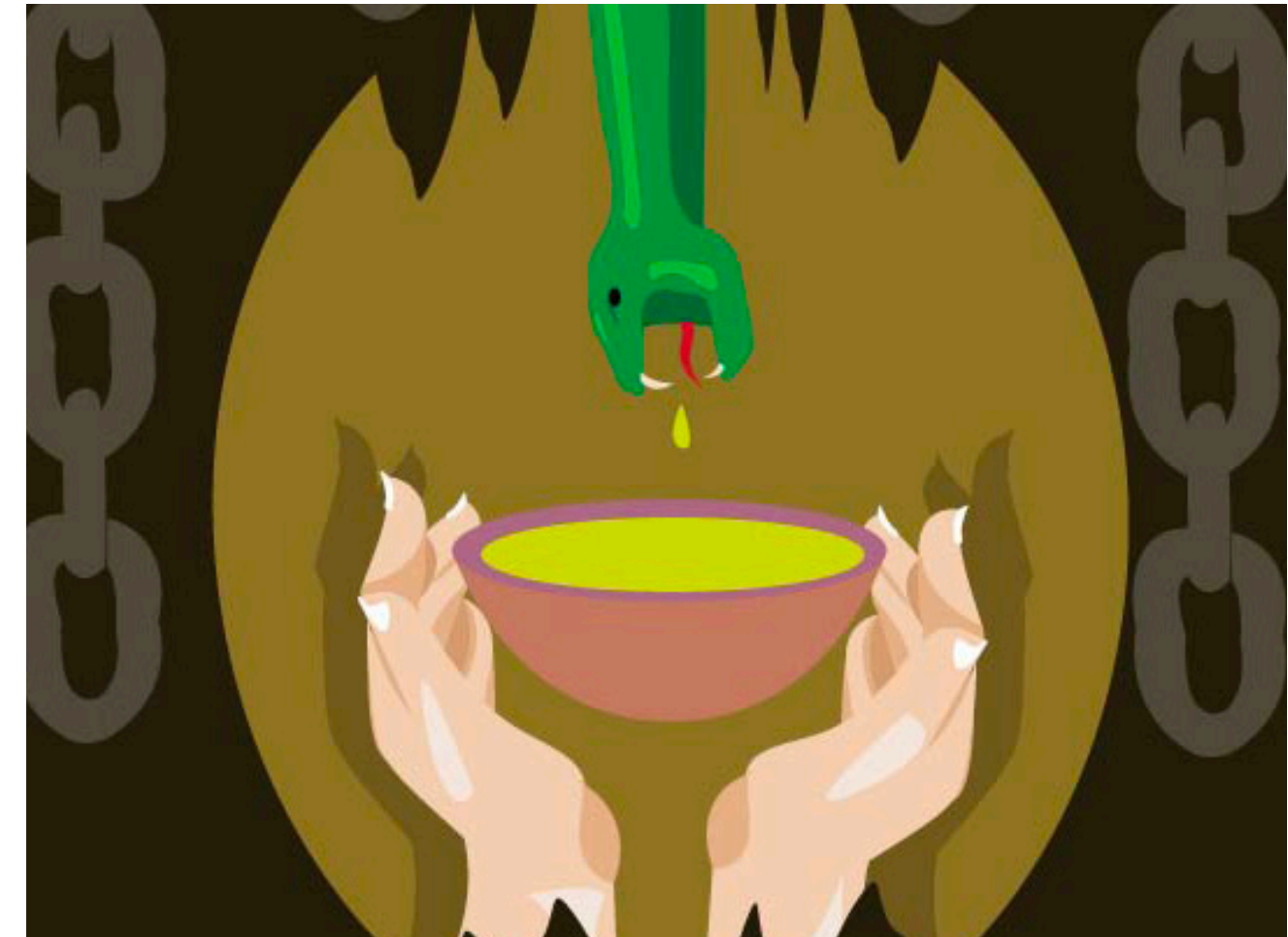
Cre8: Mindfulness Through Art

The goal of Cre8 is to help LGBTQ youth discover mindfulness through art and other creative activities.



Goddesses of the North

Taking the Goddesses Hel, Frigg and Sigyn, I created the story card series "Goddesses of the North" based on these specific Nordic stories. Instead of focusing on characters themselves, I pulled details from the stories and created icons from them.



Hansel & Gretel

For this piece, I decided to take on creating a childrens book based on the Grimms Brother's tale *Hansel and Gretel*. I used a mix of vector drawing and creating shading usig other programs like Procreate. I also decided to handletter the cover of the book.



Grow

Grow is a brand dedicated to educating children aged 6-7 about the importance of gardening and eating sustainably.



CTRL Vinyl

When redesigning SZA's album *Ctrl*, I wanted to capture the sonic and lyrical emotions while taking some inspiration from original record.



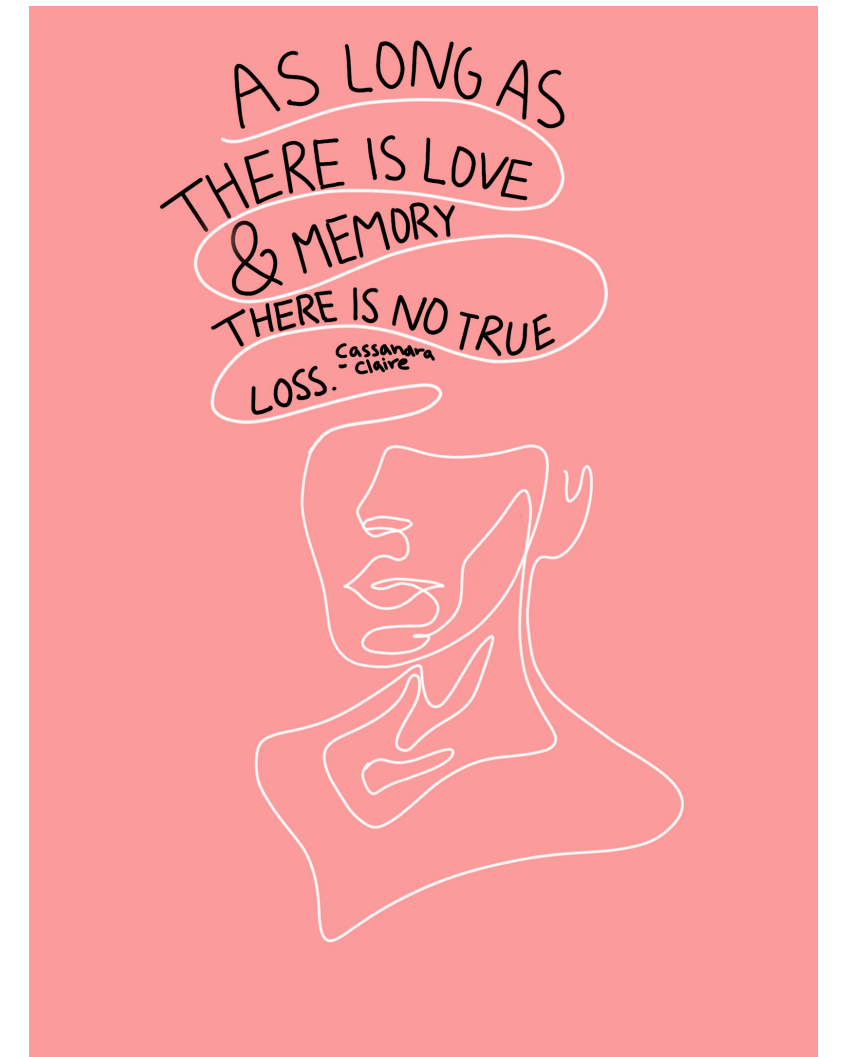
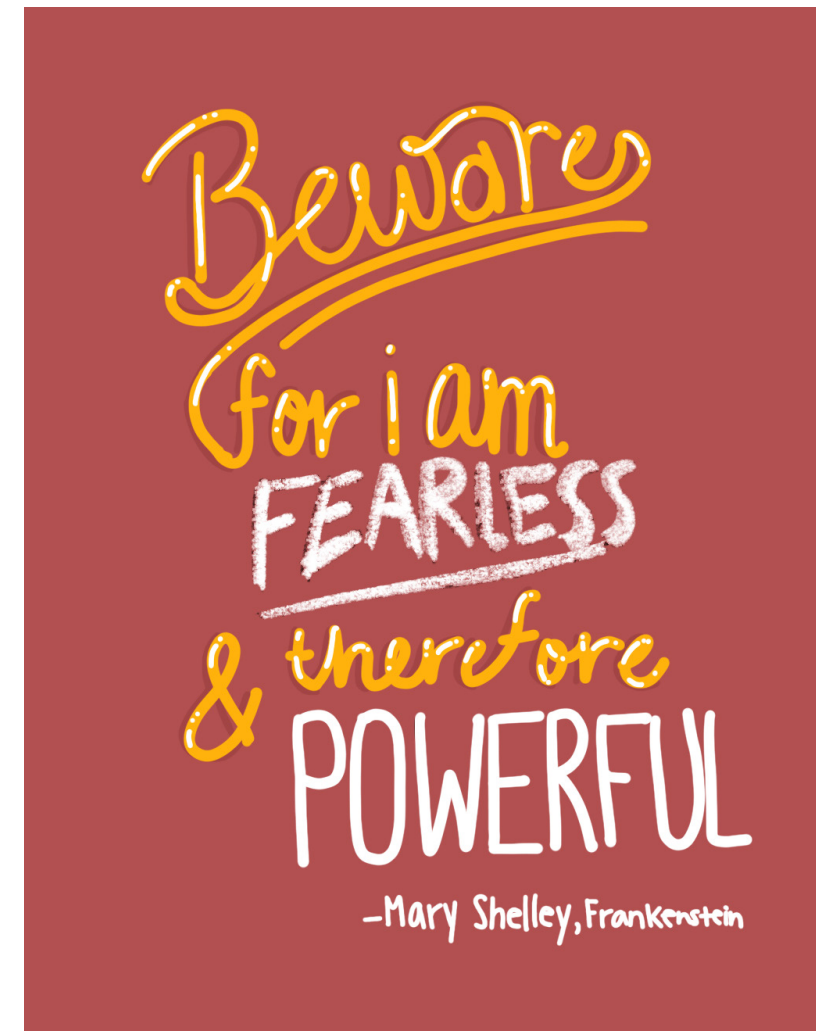
Channel 51

Channel 51 is a television station with the goal of entertaining and education audiences about the many aspects and mysteries of space related topics.



Bucks County Free Library

With the idea how might we shift the focus from children and adults in the library to be more teen focused, The Drop was created for Teens to combat library stereotypes and to have a space they consider their own.



Illustration

