

Detailed-oriented Website Manager with three years of experience in marketing and social media management, and ten years of experience in customer service. Specialties include website management, content creation, digital design, event planning and coordination, and calendar management.

EDUCATION:

Arizona State University, 2026

Graphic Information Technology (BS) (Remote / Night classes)

EXPERIENCE:

Communications Website Manager, George Mason University

Fairfax, VA

June 2025 – Current

- Executing content migration, website management, website builds, and project management for websites under the Office of Advancement and Alumni Relations.
- Coordinates with necessary stakeholders to ensure brand compliance, develops communication and engagement plans for specific projects, and manages their effective implementation.

Administrative Assistant, George Mason University

Fairfax, VA

July 2024 – May 2025

- Providing support to a senior executive by scheduling meetings with internal and external stakeholders and coordinating logistics to maximize productivity and engagement.
- Arranging travel accommodations, creating detailed itineraries, and preparing comprehensive briefing materials to facilitate successful trips and engagements.

Director of Marketing, Chick-fil-A

Fredericksburg, VA

November 2022 – June 2024

- Leading and executing content creation for the social media pages of a local restaurant, ensuring engaging and on-brand messaging across multiple social media platforms.
- Successfully achieved a remarkable 70% growth in social media followers and engagement through targeted marketing strategies and campaigns.
- Managing a consistent and well-structured social media content calendar, posting 6-10 times weekly to maintain a vibrant and active online footprint.

Barista, Starbucks

Cheyenne, WY to Fredericksburg, VA

March 2019 - November 2022

- Provided training and mentorship to new employees, sharing knowledge and skills to help them excel in their roles.

VOLUNTEER WORK:

Webmaster, Warren Spouses Club

Cheyenne, WY

July 2021 - May 2022

- Redesigning and customizing the club website through Wix, enhancing the site's functionality and visual appeal to better serve members and visitors.

SKILLS:

- Adobe Creative Cloud
- Canva
- Content Creation
- Event Planning and Coordination
- Marketing Production and Management
- Microsoft Office
- Scheduling and Calendar Management
- Website Management