

EDUCATION

University of North Florida

Bachelor's of Science in Communications

Florida Dept. of Elder Affairs

Certified SHINE Counselor

Certified SHINE Presenter

Poynter Institute & ACES

Certificate in Copy Editing

MEMBERSHIPS

- American Copy Editing Society
- Public Relations Society of America

SKILLS

- Clear communication
- Writing and editing in a variety of styles and tones
- Strong interpersonal skills
- Networking and building connections in the community
- Creating digital content tailored to the target audience
- Managing the coordination of multiple calendars
- Coming up with unique or out-of-the-box ideas or solutions

TOOLS

- Adobe Creative Cloud
- Canva Pro
- Constant Contact
- Google Workspace
- Hootsuite
- Microsoft 360
- Wix and WordPress
- STARS and SIRS Documentation

PROFESSIONAL EXPERIENCE

ElderSource

SHINE/SMP Program Specialist

April 2025 - Present

- Coordinating between volunteers and community organizations to meet presentation benchmarks
- Focus on Florida Department of Elder Affairs grant compliance, including metrics
- Knowledge, skills and performance-based certifications required to obtain this role

ElderSource

Community Outreach & Caregiver Coalition Coordinator

May 2024 - April 2025

- Managing the Caregiver Coalition of Northeast Florida's social media, website and digital newsletter
- Planning and leading Caregiver Coalition meetings, then following up to ensure action items are completed
- Organizing and attending community outreach and disaster relief efforts
- Reaching out to members of the community to establish new working relationships between organizations with similar goals

Genplant On-Site Energy

Digital Media Associate

June 2022 - January 2023

- Communicating with executives to achieve desired media branding
- Producing digital content for internal and external communications

Dalton Agency

Public Relations Intern

August 2021 - December 2021

- Working in a fast-paced agency to quickly turn out high-quality written work, research and media lists
- Effectively managing several projects to meet strict deadlines
- Writing email pitches to local and regional journalists