

Professional Experience

Writer, Producer, Communication Specialist

Consultant & Full-Time Contract Assignments (*Various Companies*) 1997 – Present; Los Angeles, CA and Harrisburg, PA

- Write, produce and manage internal and external communication plans, projects, campaigns, multi-media productions, tv/film/video productions and events for local and national clients in various industries (*including entertainment/studios, healthcare, production companies, advertising agencies, financial, insurance, retail, banking, industrial, education, real estate, hospitality, and government; client list, excellent references, and samples of projects available upon request*)
- Projects include commercials, videos, theater, film/TV, communication plans, advertising/marketing/public relations campaigns, collateral materials, publications, Web content, event planning, employee communications, product launches, multi-media productions, newsletters, feature articles, creative briefs, press releases, executive communications, etc.

Adjunct Speech Instructor & Supervisory Speech Tutor

Harrisburg Area Community College (HACC)

2006 – 2009; Harrisburg, PA

- Taught Speech 101 classes to traditional and non-traditional students
- Supervised student speech tutors and tutored students in the college Speech Lab

Senior Communication Specialist (with Manager Responsibilities)

Keystone Health Plan Central

1995-1997; Camp Hill, PA

- Developed and implemented advertising, marketing, public relations and community relations campaigns for all product lines
- Developed and implemented employee communications, executive communications, and five company newsletters
- Planned and coordinated live events, including corporate outreach/marketing and internal employee events

Communication Specialist

Mellon Bank

1992-1994; Harrisburg, PA

- Wrote and designed marketing and educational materials for Mellon's 401(k) employee benefit communications product line
- Wrote and presented business proposals to national clients, as well as 401(k) investment information to clients' employees
- Coordinated events and presentations to clients' employees

Media Director/Junior Account Executive

Anderson Associates (*advertising agency*)

1990-1992; Carlisle, PA

- Planned and purchased media buys for clients; managed advertising campaigns, marketing projects, and budgets
- Collaborated with clients, graphic designers, photographers, and vendors (media, print, etc.) for project success

Education

- MA Communication Studies; Regent University; Virginia Beach, VA; Graduated with Honors, 2004
- BA Communication/Journalism; Shippensburg University, Shippensburg, PA; Graduated with Honors

Additional Skills

Filmmaker, scriptwriter, photographer, Proficient in Microsoft Office; type 90 wpm; playwright, and proofreader/editor

References and Portfolio Available Upon Request