Laura Jackson

Blogger & Avid Social Media Fan

lauraelizabethj@gmail.com
http://www.behance.net/laurajackson

Client-centered, non-profit professional, seeking to translate her passion for social media into a new job opportunity.

Social media professional with two plus years of versatile, not-for-profit experience. Able to learn social media and other programs easily. Awarded an Honorable Mention for "Simply Kate" editorial from Rick Valicenti at Edinboro University of Pennsylvania's Senior Graphic Design Show. Seeking employment in: social media writing, web design & development, graphic design and administrative support.

EXPERIENCE

Pittsburgh, PA, USA
Jun 2013 – Present

Friendly Pittsburgh Foodie

Blogger, Admin., Photographer, CEO (pretty much everything)

Just call me your "Friendly Pittsburgh Foodie"! Exploring Epicurean Culture in the 'burgh: food, art and theater are my forties.

Pittsburgh, PA, USA
Aug 2013 – Present

Stivers Staffing Services

Temporary Employee

Administrative/clerical duties, such as: data entry, bulk mailings and scheduling meetings.

Pittsburgh, PA, USA
Dec 2011 – Sep 2012

Her Campus Chatham

News/Lifestyle Writer

Researched engaging article topics. Wrote "How to Get an Internship" articles and event reviews. Worked well with Campus Correspondent and motivated other writers to excel.

How to Get An Internship: Part 3 (How to Write a Cover Letter) article featured on HerCampus.com main site in May 2012.
http://www.hercampus.com/school/chatham/how-get-internship-part-3

Strata Pittsburgh article re-tweeted throughout twitter: http://www.hercampus.com/school/chatham/my-strata-experience

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Pittsburgh, PA, USA
Jan 2011 – Feb 2013

VisitPittsburgh

Visitor Services Representative

Recommend what to "see & do" in Pittsburgh. Proposed a marketing plan for three welcome centers. Designed a coupon and poster for a cross-store promotion. Assisted with compiling a list of events for three PLAY guides and two Official Visitor's Guide. Trained three new part-time associates at the downtown welcome center.

Pittsburgh, PA, USA
Sep 2010 – Dec 2010

Carnegie Museums of Art & Natural History

Communications and Media Relations Intern

Promoted classes, events and lectures by creating status updates and events on Carnegie Museum of Art's Facebook page. Organized print and online archives and converted print media kits to digital media kits. Edited documents for Natural History museum staff member. Learned and instructed a co-worker in how to use Twitter and Hellotxt. Ability to follow directions and finish tasks from two internship supervisors, while remaining self-disciplined.

Pittsburgh, PA, USA
Jun 2010 – Aug 2010

Carnegie Museum of Natural History

Summer 2010 Web Design Intern

Wrote body copy & HTML code for seven pages on the Natural History museum website. Learned updated HTML, CSS and Dreamweaver and efficiently utilized these programs in the design of the website. Overhauled the “Life in Ancient Egypt” classroom companion text for the website. Comprehended directions and efficiently completed tasks from internship supervisor.

Sewickley, PA, USA
Aug 2009 – Dec 2009

Sweetwater Center for the Arts

Arts Administration/Event Planning Intern

Produced six promotional design pieces for Sweetwater. Supported Artistic Director with the organization, attendance and deconstruction of three events and four concerts at Sweetwater. Met deadlines and worked under pressure. Punctual and adaptable to flexible work hours.

Edinboro, PA, USA
Dec 2008 – May 2009

Agent Provocateur Magazine

Co-Graphic Designer

Developed a "brand" for the magazine's second issue. I collaborated well with the Editor-in-Chief, the other designer and faculty members. Assisted with fundraising for print production. Kurt (the other graphic designer) and I chose print production options based on budget. Supported the distribution of the magazine. Two of my design projects ("International Woman" & "The Rise of the Phoenix") are featured in the magazine, too.

EDUCATION

Pittsburgh, PA, USA
Aug 2010 – Aug 2012

Chatham University

Masters of Professional Writing

I graduated with a Masters of Professional Writing, from Chatham University's School of Continuing and Professional Studies (located in Pittsburgh, PA).

Edinboro, PA, USA
Aug 2005 – May 2009

Edinboro University Of Pennsylvania

Bachelors of Fine Arts in Applied Media Arts: Graphic Design, Minor in Art History

I earned a Bachelors of Fine Arts in Applied Media Arts, with a Primary Concentration in Graphic Design and a minor in Art History from Edinboro University of Pennsylvania in Edinboro, PA.

AWARDS

Aug 2011

Fifth Avenue Place

Customer Care Award

Mar 2009

Edinboro University Of Pennsylvania's Graphic Design Department/Rick Valicenti

Honorable Mention Award at Senior Graphic Design Show

LANGUAGES

Spanish (Conversational), **English** (Native), **Japanese** (Beginner)

SKILLS

Adobe InDesign CS4, Adobe Photoshop Extended CS4, Adobe Illustrator CS4, Adobe Dreamweaver CS4, CSS, Windows, Macintosh OS, Iphoto, Marketing, Public Relations, Event Planning, Administrative, Photography, Professional Writing, Web Design, Social Media, Customer Service, Donor Pro (Working Knowledge), HTML, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Use Of Media In Presentations, Technical Writing, Political Writing, Business/Organizational Writing, Science/Environmental Writing, Web Content Writing

ADDITIONAL INFORMATION

References: Available Upon Request