First and Last Name

Phone | email | address

**Education**

State University of New York at New Paltz – New Paltz, NY   
**Bachelor of Arts (double major): Communication & Media, Sociology, Minor: Disaster Studies** | Graduated - May 2019

## Work Experience

**Press and Communications Intern, New York City Emergency Management |** June 2017- Present

* Support Emergency Public Information Plan by creating social media monitoring lists that could be used in the Joint Information Center
* Create and generate new ideas for “Tip of the Week” email and social media platforms
* Compile and distribute news summary to agency employees regarding emergency management news and information that may affect agency operations and initiatives
* Assist in September 2015 National Preparedness Month planning through public information strategy development
* Identifying areas for expansion of our web content and design, and working with in-house experts to create or adapt materials for this purpose
* Enhance agency’s social media content and presence by reviewing strategy and generating new ideas

**Intern, Orange County Emergency Management – Orange County, NY |** January 2016-May 2016

* Supported development of internship program opportunities within Orange County government
* Established relationships with area high schools and colleges
* Tracked hazardous materials housed within facilities throughout Orange County to ensure the safety of first responders and the general public for the Local Emergency Planning Committee
* Organized stockpile of emergency supplies for response to potential hazardous material event at Indian Point nuclear facility

**Student Assistant**, **Academic Advising – SUNY New Paltz – New Paltz, NY |** January 2015-May 2015

* Administrative support and daily office operations including but not limited to assisting with phones, handling the calendars of 5 advisors, and greeting visitors to the office seeking student advisement
* Discretion in handling confidential material including students withdrawing or taking a leave of absence from the college, as well as those being dismissed or put on academic probation

## Volunteer Experience

**Oasis/Haven at SUNY New Paltz |** January 2016-May 2019   
Staff (1/2016-2/2016), Upper Staff (2/2016-9/2018), Supervisor (9/2018-5/2019)

* Supervisor of peer-run, professionally supervised crisis and non-crisis hotline and walk-in center
* Supervised a weekly night with staff members and 7 weekend nights a semester
* Consulted with clients via walk-in and via telephone
* Trained to offer confidential crisis intervention, from feelings of depression, anxiety to suicidal tendencies
* Trained and taught new staff members

## Training

ICS 100 and 200 (FEMA)

Shelter Fundamentals (American Red Cross)

Serving People with Access and Functional Needs (American Red Cross)

Collaborating Essentials (American Red Cross)

## Skills

## Microsoft Word, Excel, PowerPoint, Adobe Photoshop, iMovie

## Facebook, Twitter, Instagram, Pinterest, Tumblr, Wordpress, Bandcamp, Soundcloud

## Presonus, Logic, Protools, Garageband, Adobe Audition