



## PROFESSIONAL SUMMARY

---

Experience in sales, research, and organization. Expertise in Microsoft Word, PowerPoint, and Excel.

## WORK HISTORY

---

**Case Planner, Graham Windham** , May 2024 - Current, Brooklyn, NY, [www.grahamwindham.org](http://www.grahamwindham.org)

- Created 12 detailed and measurable action plans to achieve family's permanency goals.
- Organized over 100 supervised family visits, home visits, and family-team conferences.
- Coordinated over 40 successful appointments, assessments, and psychological treatments for children and parents in the foster care system.

**Sales Associate, Artiphany**, May 2023 - Nov 2023, Virtual, <https://www.artiphany.com/>

- Increased brand awareness by 5% through email and social media outreach.
- Created multi-channel sales strategy for target audiences.
- Garnered over 10k views through content collaboration with various influencers.
- Helped exceed fundraising goal of new product by 200%.

**Editor and Writer, Sweet Literary Magazine** , Apr 2023 - Jun 2023, Gambier, OH, <https://sweetlit.org/>

- Increased website traffic by 10%.
- Increased web page key words by 40%.
- Wrote and published 4 original articles.

**Associate, Kenyon Review**, Sep 2022 - May 2023, Gambier OH, <https://kenyonreview.org/>

- Played a meaningful curatorial role in publishing 4 distinct issues of the Kenyon Review, read by several thousand subscribers.
- Wrote summaries and analyses for 8 literary submissions each week.

**Writing Intern, Gotham Gazette** , Jun 2021 - Aug 2021, New York, NY,

<https://www.gothamgazette.com/>

- Crafted original content published in Gazette.
- Researched data used in 3 published articles.

**Inside Sales Intern, Countable** , Jun 2021 - Jul 2021, Virtual , <https://www.countable.com/>

- Researched over 250 leads used by sales team.
- Produced 12 original email templates used by marketing and sales team.
- Developed unique email sequences used by marketing and sales team.
- Conducted market research to identify potential clients and evaluated competitive landscape to inform marketing decisions.

**Staff Writer, The Thrill** , Mar 2020 - May 2021, Gambier, OH, [thekenyonthrill.wordpress.com](http://thekenyonthrill.wordpress.com)

- Increased readership by 10% through writing and publishing bi-weekly articles.
- Collaborated with editors to produce engaging features and quality content.

## EDUCATION

---

Bachelor of Arts, English, Concentration In Creative Writing, Magna Cum Laude  
**Kenyon College** - Gambier , OH

May 2023