
PROFILE

Creative, detail-oriented writer with extensive experience in grants administration and project management. Dedicated to utilizing digital media to engage communities and promote social change.

AREAS OF EXPERTISE

- Team Leadership
- Grant Strategy and Proposals
- Writing / Editing
- Audio and Video Production
- Not-for-profit Communications
- Online and Database Research
- Social Media Engagement

EDUCATION

Bachelor of Arts in Cultural Anthropology Minor in Writing Studies (2018)

Western Washington University
Bellingham, WA

Latin American Studies Certificate (2018)

Universidad de Belgrano
Buenos Aires, Argentina

TECHNICAL PROFICIENCIES

- Google Drive
- Hindenburg
- Microsoft Office Suite 365

Volunteer Experience

- FACES, Nairobi & Kisumu, Kenya
- Roots & Shoots, Ventura, CA

EXPERIENCE HIGHLIGHTS

Grant Writer Volunteer 4/2019 to Present
e-NABLE, Medellín, Colombia

Develop grant proposals for non-profit providing free, 3D-printed prosthetic limbs to people affected by landmines and disabilities.

Resume Writer (Remote) 9/2018 to Present
Talent, Inc., Bellingham, WA

Create tailored resumes, cover letters, and LinkedIn profiles for clients from a wide range of industries. Utilize strong time management skills to complete 10+ projects per week.

Travel Blog Writer 2/2018 to 7/2018
International Studies Abroad (ISA), Buenos Aires, Argentina

Contributed monthly articles about the best things to do and see in Buenos Aires.

Senior Writing & Research Tutor 9/2016 to 2/2018
Western Washington University, Bellingham, WA

Served as rotating Shift Manager, delegating tutors to ensure all patrons received help in a timely manner. Performed diverse administrative functions, including entering data, maintaining organized files, and responding to phone calls and emails. Provided one-on-one writing and research support for students and community members.

Content Production Fellow 6/2017 to 8/2017
Media Institute for Social Change, Portland, OR

Developed and utilized effective storytelling, recording, and editing techniques. Filmed and co-produced festival-nominated documentary film on accessibility of mountain biking.

Peer Health Educator 4/2016 to 6/2017
Western Washington University, Bellingham, WA

Conceptualized, organized, and managed student health promotion/engagement projects and events. Facilitated student workshops for The EVERYbody Project psychology study.

Archival Research & Production Assistant 1/2016 to 6/2017
SpicerDent Productions, Bellingham, WA

Conducted research and interviews for Homeless in Bellingham Film Project depicting stories of people in the local community experiencing homelessness. Served on Community Engagement team, spoke at panels, and managed social media accounts. Provided comprehensive administrative assistance for project producer.