

SUZANNE C. SABLE

COMMUNICATIONS SPECIALIST + PROJECT MANAGER

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LINKEDIN.COM/IN/SUZANNE SABLE



EDUCATION

MA/INTERNATIONAL STUDIES
University of Denver, Josef Korbel
School of International Studies
2008 - 2010

BA/ART & ART HISTORY
University of Colorado at Boulder
2000 - 2004

PROFFESIONAL SKILLS

COMMUNICATIONS STRATEGY
/ MARKETING / COPYWRITING
/ PROJECT MANAGEMENT /
WEBSITE MAINTENANCE &
DESIGN / EVENT
DEVELOPMENT / SOCIAL
MEDIA MANAGEMENT /
BRANDING / COPYEDITING /
GRANT WRITING / PUBLIC
RELATIONS / NONPROFIT
MANAGEMENT / COMMUNITY
DEVELOPMENT

TECHNICAL SKILLS

MICROSOFT OFFICE SUITE



CMS + CRM PLATFORMS



DESIGN SOFTWARE



SOCIAL PLATFORMS



A communications specialist and project manager with 10+ years of experience in the nonprofit and private sectors, Ms. Sable has honed her skills and developed a passion for engaging, educating, and empowering communities. She assists organizations to effectively communicate with their constituents via compelling messaging and thoughtful management strategies. Whether it's establishing valuable partnerships or crafting content for advocacy appeals, the right leader is essential for success. And this is where Ms. Sable can help your organization and its partners thrive. (She also loves talking shop, especially when it comes to tackling the big issues; don't hesitate to reach out!)

RELEVANT EXPERIENCE

COMMUNICATIONS & MARKETING MANAGER

Higher Education Resource Services (HERS) / Denver + Remote / 2012 - Present

Serving as the Communications and Marketing Manager of a non-profit dedicated to creating and sustaining a community of women leaders in higher education through premier leadership development programs and partnerships focused on gender equity.

- Developed, implemented and managed a communications and marketing strategy reaching 30k+ program participants, alumnae, Board of Trustees, and partners; utilizing social platforms, digital campaigns, and targeted advertising
- Drafted/edited all internal and external communications including program correspondence, corporate sponsorships, vendor contracts, and PR materials
- Established and negotiated key partnerships with top media outlets including Inside Higher Ed and WIA Report, increasing brand awareness and authority
- Served as the liaison to the Board of Trustees including the management of quarterly meeting logistics, production and execution at off-site venues
- Led the complete redesign of the organization's website including vendor identification, project management, and directing overall branding aesthetic

SENIOR COMMUNICATIONS OFFICER & PROGRAM COORDINATOR

Counterterrorism Education Learning Lab (CELL) / Denver / 2010 - 2012

Served as the Senior Communications Officer & Program Coordinator for a high-profile nonprofit dedicated to public safety education and homeland security policy via relationships with state and federal partners and during community events.

- Produced and delivered strategic communications including social media content, drafting/editing talking points, news alerts, and press releases
- Played a central management and production role in highly visible public/private events with speakers and guests including: sitting U.S. Senators, Ambassadors, U.S. Cabinet officials and members of the U.S. Armed Forces
- Collaborated with local media partners and sponsors, ensuring consistent branding and clarity of mission for feature articles, promotion, and inquiries
- Advised and negotiated with external vendors on proposals, deliverables, product direction, video, graphic design, website redesign and branding



AWARDS / EXTRA

// EARNED **LEADERSHIP CERTIFICATE**, ACADEMIC MANAGEMENT INSTITUTE, 2014

// EARNED **HUMANITARIAN ASSISTANCE CERTIFICATE**, UNIVERSITY OF DENVER, 2010

// COMPLETED **SEMESTER PARTNERSHIP PROGRAM**, SYRACUSE UNIVERSITY, 2009

// GRADUATED **MAGNA CUM LAUDE**, UNIVERSITY OF COLORADO AT BOULDER, 2004

// AWARDED **UROG GRANT** IN SUPPORT OF UNDERGRADUATE HONORS THESIS, 2003 - 2004

INTERESTS

// HIKING & KAYAKING

// WOMEN'S EMPOWERMENT

// PALEO LIFESTYLE

// DESIGN & PHOTOGRAPHY

RELEVANT EXPERIENCE (CONTINUED)

ADVOCACY & RESEARCH ASSOCIATE

International Crisis Group / Washington, D.C. / Summer - Winter 2009

Served as an Advocacy & Research Associate for a nonprofit, non-governmental organization committed to preventing and resolving global deadly conflict through field-based analysis and multi-layered advocacy.

- Provided communications support on long-term projects including USAID grant reporting, weekly U.S. State Department monitoring, and quarterly Crisis Group situation reports
- Conducted targeted, time-sensitive research on international armed conflicts, human rights and development issues; bolstering Crisis Group reports and advocacy initiatives
- Attended congressional hearings and advocacy meetings on behalf of tenured Crisis Group staff, providing follow-up reports and analysis

GALLERY MANAGER & ART CONSULTANT

Art Source International / Boulder / 2003 - 2008

Managed one of the leading 19th century print galleries in the U.S., as well as serving as an art consultant for a diverse cadre of corporate and private clients.

- Executed key initiatives to expand business into new sectors including online presence, corporate projects, print advertising, appraisals, and public sector partnerships; elevating net profits by 20%
- Directed the most profitable and long-term accounts: Boulder Community Hospital, Rocky Mountain Cancer Center, Além International, and EKS&H
- Facilitated and strengthened communications between gallery employees, vendors, and clients
- Produced instructional manuals for company procedures that resulted in more efficient training and employee retention

VOLUNTEER

Biennial of the Americas / Denver / July 2010

VOLUNTEER

The Hurricane Poster Project / Boulder / 2006 - 2007

REFERENCES



ELIZABETH SUÁREZ

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RAYMONDA (RAY) BURGMAN

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