

DEIRDRE E. GALVIN

818 Market St., Apt. 1, Bloomsburg, PA 17815
(570) 394-9545 - dgalvin21@gmail.com

STRENGTHS

- Outstanding desktop publishing, writing, and editing skills
- Wide range of experience in the public relations field
- Versatile, creative, and adaptable
- Extensive computer knowledge and experience

CURRENT EMPLOYMENT

Interim Staffing, *Geisinger Medical Center, Danville*

Assignments have included researcher in the Resource Development Office, and Computer Systems Support in the Revenue Department. Acquired skills in preparing spreadsheets and compiling project data.

PAST EMPLOYMENT HIGHLIGHTS

Marketing/Public Relations Specialist, *Maria Joseph Continuing Care Community, Danville*

Developed and executed marketing and public relations strategies for a non-profit senior living community, Produced quarterly newsletter, brochures, trade show displays, and print advertisements. Wrote copy for these documents, plus website and fund-raising letters. Presented information at health fairs.

Communications Coordinator, *Berwick Health & Wellness Foundation, Berwick*

Developed, wrote, and edited all communications materials, including website, newsletters, annual reports, fund-raising letters, and PowerPoint presentations. Also coordinated grants review process and assisted executive director with all facets of public relations and development.

Freelance Writer/Editor, *for miscellaneous clients and publications*

Wrote feature articles for regional and university magazines, including *Bucknell World*, *Bloomsburg University Magazine*, and *Susquehanna Life*. Completed editing assignments for online clients.

Development Associate, *University of Mass. at Amherst, and Mt. Aloysius College, Cresson, Pa*

Conducted research and assisted with management of fund-raising events and direct appeals to alumni. Wrote and edited grant applications, fund-raising letters, press releases and newsletter articles at both Mount Aloysius College and UMass. Assisted with college events.

Community Editor, *Mariner Newspapers, Marshfield, MA*

Editor of small-town weekly newspaper. Duties included reporting, writing and assigning stories, serving as community liaison, editing copy, and preparing page layouts.

EDUCATION

Boston College, Chestnut Hill, MA
M.A.T. in English

Colby College, Waterville, ME
B.A. in English and French