

Christen L. Bell

bell.christen@gmail.com • 717-360-0275 • 145 Meeks Lane, Port Matilda, PA 16870

EDUCATION

The Pennsylvania State University
Bachelor of Arts, Public Relations

December 2009

EXPERIENCE

Freelance Writer

January 2018 – Present

Provide timely quality content as a freelance writer with experience in direct mail and electronic content including newsletters, magazine features, profiles and event reviews.

Conference Manager, Tuberous Sclerosis Alliance

September 2017 – August 2018

Silver Spring, MD (telecommute)

- Wrote magazine cover stories promoting and reviewing organizations largest educational conference
- Created flyers, e-blasts and promotional materials for conference promotion
- Planned, organized and executed conference for over 900 attendees
- Collected, analyzed and reported on conference data for future planning
- Created and maintained conference webpages on organization website and registration website

Community Outreach Manager, Tuberous Sclerosis Alliance

September 2012 – September 2017

Silver Spring, MD (telecommute)

- Contributed to web content and editing on over 40 pages
- Analyzed event production and create thorough reports
- Provided content for quarterly magazine including a feature story on Missouri State Treasurer Eric Schmitt
- Posted upcoming events on Facebook
- Created promotional materials
- Produced educational conferences and outreach events
- Wrote speaker invitations and follow-up letters for all conferences
- Wrote script for annual volunteer appreciation dinner program
- Created training, orientation, and support materials for 37 volunteer branches

The Village Church, Coordinator of Children's Ministries

September 2011 – September 2012

Baltimore, MD

- Produced all forms of internal and external communication for children's ministry including monthly newsletters with features on program participants

Port Discovery Children's Museum

March – June 2011

Baltimore, MD

- Drafted event press release for website use
- Assisted with and monitored social media presence

RELEVANT SKILLS

Microsoft Office 360 – WordPress – Interviewing – Google Docs
Communication – Organization – Public Speaking – Creative Writing