

# Neil Patrick Fahlstrom

Communications Professional

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Edmonds, WA

Innovative and adaptable professional with 10+ years of experience in Technical Communications looking to specialize in Communications Management and Marketing. Engaging, analytical team leader skilled in time management, project management and advanced problem-solving.

## Areas of Expertise

- Marketing Initiatives
- Social Media Management
- Canva and Microsoft Suite
- Strategic Communications
- CRM and Engagement Reporting
- SEO and WordPress
- Photography and Videography
- Mass Email Campaigns
- Adobe Suite

## Professional Experience

**Academic Event Coordinator, University of Washington, Temporary Appointment** **June – October 2022**  
Bothell, WA

- Represented the UW Bothell brand during events hosted by the Department of Advancement.
- Leveraged marketing automation tools to maximize audience outreach.
- Prospected via phone to collect donations for department fundraising events.
- Advised department leadership on event and engagement strategies.

**Stay-at-Home Parent** **September 2021 – June 2022**

- Main focus was supporting my first-grade daughter through the challenges of remote learning.
- Seasonal position at Costco from October 2021 – February 2022.
- Career development coursework.

**Business Development Specialist, TriviaHub, Inc.** **October 2020 – September 2021**  
Seattle, WA

- Yielded group bookings and coordinated with key stakeholders in a dynamic startup environment.
- Advised changes to marketing strategies to attract new business and foster inclusiveness.
- Spearheaded prospecting campaigns via phone, email and LinkedIn.
- Generated engagement reports using the HubSpot CRM app.

**Owner/Manager, A Different Mix Bartending and Service Professionals, LLC** **2015 – 2021**  
Edmonds, WA

- Led the smooth execution of over 200 events, and managed talented teams of bartenders and servers.
- Designed marketing profiles and social media strategies that represented the corporate brand.
- Managed Facebook and Google ad campaigns.
- Forecasted business, and calculated labor hours and resource requirements.

**Freelance Technical Writer** **2008 – 2015**  
Seattle, WA

- Interviewed stakeholders and proposed improvements.
- Reformatted and updated client print media.
- Edited client video content.
- Formatted content for web and social media.

**Technical Writer Intern, Thomson Reuters Corporation**

**June – August 2008**

Eagan, MN

- Created video content to market products via newer social media channels.
- Integrated and delivered a process for designing corporate video content.
- Implemented requirements communicated by management.

**Technical Writer Assistant, Apostrophe Media, LLC**

**2006 – 2008**

Saint Paul, MN

- Performed UI testing on client websites.
- Interviewed subject matter experts.
- Edited and reformatted client documentation.

**Events Services Coordinator, Marriott Hotels**

**2006 – 2020**

Minneapolis, MN, and Seattle, WA

- Coordinated with clients and staff to generate event outlines and outward-facing communications.
- Drafted timelines for food and beverage operations.
- Authored and posted social media content for clients.

**Education**

**Bachelor of Science in Scientific & Technical Communications**

University of Minnesota, Minneapolis, MN

**Diploma in Electronics Technology**

Hennepin Technical College, Minneapolis, MN

**Awards**

Edmonds Chamber Foundation WISH Fund Business-to-Business Grant

Medtronic Technical Communications Scholarship