

# TANNER ALDRICH TAIT

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<https://tanneratait.journoportfolio.com/>

(845) 392-8538

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Effective conversationalist



Research-driven and quick to comb through data



Positive attitude

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## RELATED EXPERIENCE:

### ASAP Cats, Marketing & Development Coordinator

5/22 – present

Animal Shelter Assistance Program (ASAP Cats), Goleta, CA

- Manage media and public relations through digital messaging, website, and in-person
- Produce, design, and copyedit marketing collateral for shelter, e.g., signage, press releases, emails, etc.
- Develop, execute, and manage several fundraising and awareness strategies

### The Ritz-Carlton Bacara, Santa Barbara, Marketing Department, Marketing Coordinator

10/21 – 5/22

The Ritz-Carlton Bacara, Santa Barbara, Goleta, CA

- Manage public relations with media guests, key stakeholders, and the general public
- Produce and copyedit marketing collateral for resort, e.g., social posts, press releases, emails, signage, etc.
- Order supplies, process invoices, and appropriately manage communication with vendors and suppliers

### Gold's Gym Dutchess County, Marketing Department, Marketing Coordinator/Wordsmith

6/19 – 7/21

Gold's Gym Dutchess County, LaGrange, NY

- Manage social media accounts and mass emailing of current/past/prospective members, employees, and consultants
- Produce, design, and copyedit marketing materials for business, e.g., signage, press releases, newsletters, etc.
- Ensure the Gold's Gym brand is effectively and appropriately represented in all visual and written communications

### KC Engineering and Land Surveying, P.C., Marketing Department, Proposal Coordinator

6/18 – 6/19

KC Engineering and Land Surveying, P.C., Circleville, NY

- Handle front desk responsibilities, e.g., answering calls, greeting walk-in clients, and preparing mail
- Design and copyedit marketing materials for firm, e.g., newsletters, blogposts, social media posts, etc.

## EDUCATION:

Bachelor of Arts, English and Journalism

May 2018

Mount Saint Mary College (MSMC), Newburgh, NY

GPA: **3.92**

## HONORS & AWARDS:

Dean's List, Honors Program, MSMC

Every semester

Lambda Pi Eta, MSMC

2018

Alpha Chi, Sigma Tau Delta (President), Aquinas Scholar, MSMC

2017

## WORK EXPERIENCE:

### KidZone, Shift Leader

8/13 – 6/18

Gold's Gym, LaGrange, NY

- Supervise children in play; maintain safety and health; troubleshoot injuries/behavioral problems; manage team of staff

## VOLUNTEER EXPERIENCE:

- St. Baldrick's Foundation (Event Organizer)

2016 – 2018

## SKILLS:

Proficiency: Final Cut Pro X; Adobe Photoshop, Illustrator, Premiere; MailChimp; Wordpress

Mastery: Microsoft Office (Word, Excel, PowerPoint), iMovie, InDesign, Canva, Constant Contact

Social Media: Facebook, Instagram, Tumblr, Snapchat, LinkedIn, Pinterest