

DANIELLE PITTER

732-306-2707

danielle.pitter@yahoo.com

715 FOREST VIEW DRIVE, AVENEL, NJ 07001

PROFILE

- An innovative, competent and successful editor, writer and blogger with experience of successfully working with writing staff.
- Oversee the layout and content of articles.
- Participant of social media promotions to create the right commercial awareness.
- Flexibility in adapting to challenges while remaining aware of professional roles and boundaries.
- Adept at confirming facts in a story, maintaining contact with people and organizations.
- Currently looking for a new and challenging teen and young adult services library associate/assistant position, which will make best use of my existing skills and experience to further my librarian career development.

EDUCATION

Rutgers University, New Brunswick, NJ.

- Master of Information Degree (Concentration in Library and Information Science), Anticipated Graduation: 2024.

University of Phoenix, Phoenix, AZ.

- Bachelor of Science Degree in Communications (Concentration in Journalism), September 2017.

Middlesex County College, Edison, NJ.

- Associate's Degree in Liberal Arts, May 2014.

Fairleigh Dickinson University (2011 – 2012) majoring in communications

EXPERIENCE

North Brunswick Public Library

December 2020 – March 2021

Part-Time Library Associate

- Assisted in curbside/contactless pickup for books and materials, in compliance to the COVID-19 pandemic
- Applied the Workflows/Sirsi-Dynix Symphony system to prepare library materials for circulation, pickup and processing holds
- Corresponded with patrons about contactless pickup services, readers' advisory and recommendations.
- Communicated with library supervisors about daily tasks and activities for the local community.
- Shelved library materials, such as books, audiobooks, and magazines
- Located and prepared items for delivery
- Utilized phone communications for patrons about charging and discharging library materials

Glitter Magazine - New Jersey

May 2020 – August 2020

Editorial Internship – Summer 2020 program

- Wrote and edited entertainment posts for the website and digital magazine
- Used SEO and marketing tactics such as Buffer and Wordpress to promote posts on social media
- Performed digital media tasks to create featured and lead photos for posts

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SCS Creative

May 2018 - July 2018

Editorial Assistant

- Collaborated with editorial manager on marketing her clients' products, such as MeMoi legwear, iHome, and Natori legwear
- Addressed accuracy, consistency, and appropriateness of materials, including researching, writing, editing, proofreading, and posting web content
- Contributed to the planning of editorial content, graphics and layout. Conducted online market research to develop story ideas
- Used word processing systems like Microsoft Word and Excel to compress marketing information for clients

Entangled Publishing

November 2017 - June 2018

Editorial Intern

- Received and read monthly author manuscripts from internship coordinators, using the Submittable submission management software
- Wrote brief reports about the manuscripts for the editors to decide whether to accept, decline or revise & resubmit (R&R) for publication with Entangled
- Reports ranged from various writing descriptors, such as characterization, tone/mood, voice, writing style, setting, who the stories would appeal to, the romance 'heat level', and pacing
- Drafted reports and presentations for senior management to track incoming customer reviews, social media analytics, and accomplishments that could be easily understood from a sales perspective

Fangirlish.com

April 2015 - June 2018

Television Reviewer and Social Media Manager

- Applied Wordpress to write and edit entertainment news articles for television shows—ABC's 'Nashville' and Freeform's 'The Fosters'
- Used social media and marketing strategies on Twitter, Facebook and Instagram to promote popular television shows and movies

TVAfterDark.com

April 2015 - February 2018

Social Media Manager and Editorial Assistant

- Wrote entertainment news articles on Wordpress and used social media marketing strategies to promote television shows
- Provided live-tweets on Twitter during shows as they aired on television, while conversing with fans and friends who watch along
- Started working relationships with bloggers, online media outlets, and key social media influencers through interviews and online communication

VOLUNTEER WORK and ORGANIZATIONS

NJLA joined November 13, 2020

- New Jersey Library Association (member)
 - Diversity & Outreach (Secretary – June 2021-present)
 - Library Workers of Color Section (member)

- Young Adult Services Section (member)

Black Caucus of the American Library Association (member —June 2021-present)

American Library Association (member —June 2021-present)

Sigma Alpha Pi: inducted May 22, 2020

- National Society of Leadership and Success (member)

OTHER PROJECTS

PoetryBooksYA.com: books and creative writing website – est. 2014

- Creator, owner and administrator of the website
- April 14, 2022: Published my debut poetry book, *Reality Check*, now available on Amazon and Barnes & Noble
- Discuss various topics such as reading favorite books, characters, collaborations with other writers and bloggers, poetry, and mental health
- Utilize social media websites for writing promotion, such as Twitter, Facebook, Instagram and Tik Tok
- Intermediate use of MailChimp management system for monthly newsletters
- Intermediate use and skills of Canva for graphic design (featured images, posters, flyers, press releases)