

# Halle Nelson

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## Experience

### PENCILS OF PROMISE

#### External Affairs Fellow

New York, NY

May 2021-December 2021

Drafted materials for gala sponsorship and participant outreach, conducted research for PoP Clubs, curated a press list, and carried out administrative duties via Salesforce, Classy, and Constant Contact.

### CIVIC THEATRE OF ALLENTOWN

#### Marketing and Development Intern

Allentown, PA

December 2019-January 2020

Advanced outreach efforts via mail correspondences and promotional materials for this local theatre.

### THE QUAD (STUDENT NEWSPAPER)

#### News Editor

West Chester, PA

April 2017-April 2018

Single-handedly transformed the news section into one with more hard-hitting content through my own articles as well as recruiting more writers to contribute investigative current events coverage.

### ALLENTOWN ART MUSEUM

#### Public Engagement Intern

Allentown, PA

June 2017-August 2017

Drafted proposals that aided social media and event planning initiatives.

### FOX & CO. MOTION DESIGN

#### Communications Manager

Wellington, NZ

January 2017-March 2017

Shaped their communications protocol through the curation of a social media calendar, contribution to scripts and case studies, and the compilation of public relations strategies from ideation to launch.

### DORNEY PARK & WILDWATER KINGDOM

#### Public Relations Coordinator

Allentown, PA

May 2016-August 2016

Established this role in its first year through innovative social media planning and execution as well as responding to guest inquiry.

## Education

### WEST CHESTER UNIVERSITY

#### Bachelor of Arts in Communication Studies

West Chester, PA

August 2014-May 2018

Minors in Deaf Studies and English Literature. *Magna cum Laude*.

## Volunteerism/Charity

### DR. KAT ELLIS DEAF STUDIES SCHOLARSHIP

#### Founder and Fundraiser

West Chester, PA

2020

Spearheaded effort to create and fundraise this scholarship in honor of late Deaf Studies department head. Met fundraising goal through 100% virtual fundraising initiatives during quarantine.

### BRADBURY SULLIVAN LGBT COMMUNITY CENTER

#### Volunteer Grant Writer and Fundraiser

Allentown, PA

2020

Wrote grant applications for the center's Development team to get funding. Met and exceeded December fundraising goal through 100% virtual fundraising initiatives.

## Skills

**Technical:** Prezi, Microsoft Office, Adobe InDesign, Salesforce, Classy, Constant Contact, WordPress

**Communicative:** American Sign Language (Basic), AP/APA/MLA Style, Telephone Fundraising