


Gina Duncan



CONTACT

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 <https://ginaduncan31.journoportfolio.com>

SOCIAL

BLOG: myrooftopstories.com

 [instagram.com/myrooftopstories](https://www.instagram.com/myrooftopstories)

 <https://www.facebook.com/myrooftopstories>

 <https://www.linkedin.com/in/gina-duncan-175046194/>

TRAVELS

33 U.S. States, France, Ireland, United Kingdom, Canada, Spain, Mexico, Jamaica, Antigua, Bahamas, Cayman Islands, Italy, Germany, Thailand, Japan, Morocco, and Portugal

SKILLS & INTERESTS

Videography	Dance
i-movie Video Editing	Journaling
Photography	
Mac OS	
Wix Web Design	
Adobe Lightroom	
Fiction & Travel Writing	

EDUCATION

Chatham University | Pittsburgh, PA
Bachelor of Arts in Communications, 1988

Fordham University School of Law | New York, NY
Juris Doctor, 1998

EXPERIENCE

Writer, Editor | My Rooftop Stories | 2017-Present

- Design website layout and vision of content for travel blog.
- Write, edit, and research content for blog.
- Daily management and execution of all social media content.
- Assign stories, edit writing, and manage a team of adult and student contributors.
- Provide expertise in group and solo travel.
- Document travel via photos and videos.
- Teach the writing process to teen students.

Publicist | GA Metro Dance Theatre | 2018-2020

- Managed media, press, and public relations.
- Publicized dance performances via written press releases and created promotional videos.
- Shot dance videos and photos, edited with i-movie.

Content Writer & Editor | The Content Castle | 2019

- Wrote content for a broad range of clients.
- Edited client content for blog and website text.
- Researched content and generated SEO for articles and white papers.

Youth Director | St. James' Church | 2004-2017

- Researched domestic and international travel destinations for student groups.
- Planned itineraries for pilgrimages and retreats.
- Arranged group accommodations, tours, activities, air, and ground transportation.
- Planned and developed promotional materials.
- Managed a budget, planned, and implemented fundraisers to support the group.
- Coordinated with vendors ensuring smooth operation of all trips and events.
- Produced professional quality videos of all trips.
- Provided leadership and guidance to students and adult leaders.