

# Andrew Humphrey

4841 N. Ashland Ave. Apt 3 Chicago, IL 60640

847-421-3272 | andrewhumphrey33@gmail.com | www.linkedin.com/in/andrew-humphrey1

## Education

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**DePaul University** – Chicago, IL

09/2013 – 06/2017

Bachelor of Arts: Double Major in English Literary Studies and German; GPA: 3.78

- Honors: *magna cum laude*, Dean's List
- Awards: College of Liberal Arts and Social Sciences Dean's Award for Scholastic Excellence, 2015-2017
- Relevant Research:
  - Undergraduate Thesis: "Classical Spartan Military Strategy in Milton's *Paradise Lost*"

## Work Experience

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**German International School Chicago**, Marketing Coordinator – Chicago, IL

09/2021 – Present

- Own the school's marketing & communications department, managing an advertising and outreach budget of >\$50,000 in both German and English
- Key project: Created the school's new website through Blackbaud, major branding redesign (colors, logos, etc.), laid out new structure with new pages, captured all photo content, and wrote, translated, or edited all copy
- Responsible for weekly community-wide newsletters and publications, including the "Elternbrief" which has an open rate of ~84%
- Run the school's social media channels, planning campaigns, writing content and taking pictures for posts, and boosting posts to promote the school
- Perform day to day admin tasks including answering inquiries and writing/publishing job posts across multiple platforms

**LIFT-UP**, Pantry Coordinator – Rifle, CO

09/2020 - 03/2021

- Manage collection, processing, storage, and distribution to over 500 families per week of all perishable Grocery Rescue goods
- Coordinate with Program Director to order and distribute weekly purchases of farm-to-table produce and meat
- Engage in community outreach with donors and clients by scheduling special food drives and coordinating volunteer shifts

**German American Chamber of Commerce of the Midwest**, Consulting & Marketing Intern – Chicago, IL

04/2019 – 04/2020

- Implemented strategic marketing by producing highly technical copy for various brochures advertising logistics assistance, M&A transaction services, etc.
- Designed pages and wrote content for the Chamber's official website in English and German using Typo3 in order to increase new client activity
- Led advanced data analysis and organized company data visualization for multiple government projects
- Translated and edited content, including detailed technical jargon, for the international websites of German manufacturing companies entering the US market

## Volunteering & Leadership

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**Literacy Outreach**, Volunteer – Glenwood Springs, CO

07/2020 – 09/2021

- Edited grant request for the Latino Community Foundation of Colorado, which resulted in the successful allocation of \$1200.00 to the organization
- Collaborated with executive director on logic model development to secure additional funding for LO

**DePaul University German Club**, President – Chicago, IL

03/2016 – 06/2017

- Led one of the university's largest student run organizations with focus on faculty-student relationship management, event organization, and continued club growth

## Professional & Personal Skills

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Fermenting cider (~10 gallons/year with native and cultured yeasts), Constant Contact and newsletter emails, Adobe Suite (Photoshop, Premier Rush, Lightroom, basic InDesign and Illustrator), oral & written communication in German and English, web design and website management (Blackbaud, Typo3, WordPress), social media, interpretation, proofreading, creative writing, cold calling, reception duties, data entry, Excel, R (R Studio)

**Languages:** English, native; German, advanced (Verhandlungssicher); Japanese, beginner