

Communications and marketing specialist with 15 years in the field of media, program and product development, horticulture education/communication. Versed in a large range of media solutions and technologies.

Design websites, printed and electronic media
Media management
Project management
Educational writing

Training for individuals and large groups
E-marketing & social media marketing
Troubleshooting software & hardware
Customer service

PROFESIONAL EXPERIENCE

Paperless Publishing /Trivedi Chemistry

6/2014-Present

Technical Assistant

Website design, troubleshooting software products. Project management of new endeavors. Providing excellent customer service to a wide range of customers. Marketing, promotional materials, including e-marketing and social media. Development of online quiz bank and quizzes. Training instructors, remotely and in person.

Hillel at Virginia Tech

4/2007-12/2015

Special Projects/Webmaster

Research donor and grant sources. Maintained financial records. Troubleshooting computer equipment and software. Created marketing materials, press releases, tip sheets. Writing grants, analysis, surveys and reports. Developed and maintained website. Worked with students to plan projects and marketing.

Virginia Tech

10/2003 - 7/2008

Extension Research Technician

Event planning for all aspects of Mid-Atlantic regional conference. Developed educational components for programs and workshops. Created web content. Researched, revised and wrote Extension publications and reports, please see: <http://pubs.ext.vt.edu/author/w/wright-barbara-res.html> . Co-wrote successful grant proposal for regional volunteer training program.

Virginia Cooperative Extension

2/2000 - 10/2003

Master Gardener Volunteer Coordinator

Recruitment, screening, training and supervising of 50-125 volunteers of all ages, per year. Project management of programs: Planned, implemented and supervised community programs and events (over 40 events per year).

EDUCATION

Bachelor of Science, Media Studies Concentration in Web Design and Communications

2014 ▪ Radford University, Radford VA GPA 3.84

TECHNOLOGY SKILLS

Microsoft Office Suite, Adobe Design Suite, QuickBooks, educational technologies (D2L, Blackboard) HTML, CSS, JavaScript, CMS (including Joomla and WordPress), Prezi, video/audio production and editing software. Social media, including Facebook, Pinterest, You Tube, banner. Internet, PC, Mac savvy.