

EDUCATION

Miami University

Oxford, OH

Aug 2013 - May 2017

A.B. International Studies

B.A. Political Science

Minors: Arabic, Middle

Eastern & Islamic Studies

Magna Cum Laude, Honors

GPA: 3.89

SKILLS & STRENGTHS

- || HTML & CSS
- || Research and self-teaching
- || Writing, both short- and long-form, & for a variety of audiences including press, online, and academic
- || *Languages:* Arabic (Levantine), French
- || Time & workload management
- || Creative problem solving

PLATFORMS & APPLICATIONS

- || Adobe Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat, Audition)
- || Microsoft Suite (Word, Excel, PowerPoint)
- || Luminate Online & CMS
- || MailChimp
- || Quorum (Outbox & Action Center)
- || Craft CMS
- || Cision
- || Meltwater

EXPERIENCE

Project On Government Oversight (POGO)

Communications Associate | Washington, D.C. | June 2017 to present

- || Write press releases, statements, and pitches for coverage ideas and op-eds to the press; act as the organization's liaison with news outlets
- || Maintain and manage all press contacts and news monitoring for the organization using Cision, and train staff for broadcast appearances
- || Analyze data and create statistics on success of emails to supporters & the press in order to inform and develop data-driven email, press, and web communications strategy
- || Code, optimize, and troubleshoot all email products using HTML and CSS, including designing the organization's first recurring e-course, redesigning all e-newsletters, as well as all fundraising asks, and calls for grassroots activism
- || Create photo illustrations, animations, infographics, charts, and promotional graphics with Adobe Photoshop and Illustrator to add visual storytelling to investigations, emails, and other products
- || Design print layouts using Adobe InDesign and Acrobat for reports, newsletters, and events that highlight the organization's brand while prioritizing accessibility and aesthetics
- || Manage and design content for pogo.org using Craft CMS
- || Support web team through website redesign, content audit and migration, and launch (August 2018)

Voice of America

Radio Production Intern | Washington, D.C. | January - April 2017

- || Research potential guests and topics for current affairs English radio programming (PCUSA, Encounter, Issues in the News)
- || Apply research to write scripts, questions, and promotional material
- || Edit audio recordings for broadcast using Dalet Radio Suite or Adobe Audition
- || Develop social media strategy, branding, and content

American Center for Oriental Research (ACOR)

Web Design & Development Intern | Amman, Jordan | September - December 2016

- || Organize, redesign, and restructure acorjordan.org after a shift to WordPress Premium
- || Create online store for ACOR's print materials as well as donation portal for endowing restoration of the Petra Church using Stripe
- || Maintain donor database and assist with annual mailing

Emiliano's Mexican Restaurant

Server | Pittsburgh, PA | May 2013 - August 2016 (seasonal)

- || Work effectively and cheerfully in a fast-paced, stressful environment
- || Take orders, make recommendations, deliver meals and drinks
- || Train and support new staff on policies, menu, and best practices