

ELEANOR HARTE

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617-997-2616

SUMMARY

- Creative, detail-oriented, experienced writer with a particular interest in telling great stories
- Team player with a great sense of humor
- Proficient in Bloomerang, Photoshop, InDesign, Wordpress, Blogger, Twitter, Facebook, Instagram

RELEVANT EXPERIENCE

Comm. & Development Coordinator *Mission Doctors Association, Los Angeles, CA* **May 2017 – Present**

- Create and schedule social media content to be cross-posted to four media platforms daily
- Write and distribute press releases to local and national organizations
- Develop email newsletters to be distributed to 2,400+ subscribers monthly
- Rebranded and produced educational materials and website for large scale outreach project
- Wrote and designed five 10-page ebooks to be distributed to all email subscribers
- Increased Instagram followers by 63% and email subscribers by 44%
- Designed branded communications for donors and benefactors
- Proofread all outgoing print and digital material
- Update website copy monthly

Outreach Assistant *Irish Film Festival Boston, Somerville, MA* **Feb 2017 – Present**

- Reach out to Irish organizations and film festivals in New England for cross-promotion of events
- Manage relationships with previous promoters to match films to specific organizations
- Volunteer at four-day film festival with 4,000+ attendees

Content Developer/Communications Specialist *Invite Education, Boston, MA* **Mar 2016 – Oct 2016**

- Wrote weekly blog posts to educate families about college finance options
- Created online content with grade-specific information geared toward parents seeking to teach financial literacy to their children
- Managed Twitter account and increased following by 265%

Program Assistant *Camp Meeting Association, Martha's Vineyard, MA* **Jun 2015 – Aug 2015**

- Managed publicity efforts for 90 events in a two-month period
- Created and distributed promotional material for summer events, including posters, advertisements, and website content

Editorial Intern *GoNOMAD Travel, South Deerfield, MA* **Jan 2015 – May 2015**

- Researched and produced 15+ 1500-word articles for website with 110K unique monthly visitors
- Repurposed evergreen content to reflect newest global travel information

Staff Writer *The Massachusetts Daily Collegian, Amherst, MA* **Sept 2013 – May 2015**

- Reported on local issues and campus events on deadline for a daily college newspaper

OTHER EXPERIENCE

Administrative Assistant *McLean Hospital* Belmont, MA

Nov 2016 – Mar 2017

Administrative Assistant *Massachusetts General Hospital*, Boston, MA

Oct 2015 – Oct 2016

EDUCATION

University of Massachusetts Amherst

May 2015

Bachelor of Arts in Journalism and Political Science, Certificate in International Relations

Commonwealth Honors College Scholar with great distinction