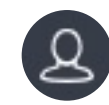




Danielle Roberts



Personal Info

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Professional Skills

Copyediting and Copywriting

AP Style

Google Suite

Spreadsheets

Social Media

Windows and Mac Systems

Canva

Search Engine Optimization

Customer Service

Organization

Public Speaking

Words Per Minute: 70



Languages

Spanish - Conversational



Honors and Awards

08/2018

Second Highest in Sales

Bank of NH Pavilion

06/2018

First Place in Highest Collegiette

Circulation

Her Campus Lasell



Experience

2018 - present

Server

Ninety Nine Restaurants

- Help patrons select food and beverages by presenting menu; offering cocktails, wine or beer; suggesting meals; answering food preparation questions
- Transmit orders to bar and kitchen by recording patrons' choices and identifying dietary needs and special requests

2017 - 2018

Merchandise Assistant

Bank of NH Pavilion

- Sold artist's merchandise to concert attendees using venue-created POS system
- Counted inventory at start of the day, verified numbers in both clothing and trinkets; set up and displayed merchandise creatively to appeal to fans and potential patrons

2017 - 2018

National Feature Writer

Her Campus Media

- Pitched article ideas to editor; researched and interviewed experts on a wide variety of topics to write feature articles for Her Campus' national website
- Wrote timely news and entertainment articles once a week

2017 - 2018

Community Management Intern

Her Campus Media

- Worked to manage and grow Her Campus' presence at 350+ colleges around the world; conducted research and analyzed data on colleges to assist with future projects
- Updated multiple databases to use as reference for upcoming campaigns - alumni network, speaker outreach database, and female-focused student organizations

09/2017 - 12/2017

Communication Volunteer

West Suburban YMCA

- Created a social media calendar of sample posts to encourage the community to donate on Giving Tuesday; evaluated the interactions of each post afterwards to determine how social media helped the campaign

2016 - 2018

Campus Correspondent/Editor-in-Chief at Lasell College

Her Campus Media

- Managed staff of 20 writers to produce weekly content for Her Campus Lasell's page; pitched article ideas and assigned topics to writers
- Organized editorial calendar; edited, uploaded and scheduled final drafts for publication

2016 - 2018

Circulation Assistant

Brennan Library

- Checked books in and out, shelved using the Dewey Decimal System; advised students, faculty, and community patrons at the front desk
- Processed new books through filling out cards and cataloging; prepared books for circulation by adding labels and stamps, covered book jackets

2012 - 2017

Server/Fountain Worker

Friendly's Restaurant

- Served drinks, meals and dessert to guests in a timely and efficient manner
- Prepared sundaes and desserts for guests in the dining room and take-out window



Education

08/2014 - 05/2018

Lasell College, B.A. Communication

- Double concentration in Public Relations and Journalism and Media Writing
- Minor in Law and Business
- Dean's List all four years; graduated Summa Cum Laude