

Danielle Roberts



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SKILLS

Copyediting and Copywriting

AP Style

Google Suite

Social Media

Windows and Mac Systems

Search Engine Optimization

Words Per Minute: 70

Fluent in Spanish

EDUCATION

LASELL COLLEGE

B.A. Communication, 2018

- Concentrations: Public Relations, Journalism and Media Writing
- Minor: Law and Business
- Graduated Summa Cum Laude

CERTIFICATIONS

11/2018 – CPR and First Aid

11/2018 – Water Safety

EXPERIENCE

GROUP LEADER

Concord Family YMCA / Nov. 2018 - Present

- Keep children entertained by playing games and encouraging participation in groups; create a well-balanced, engaging and positive program

SERVER

99 Restaurant and Pub / May 2018 - Present

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

MERCHANDISE ASSISTANT

Bank of NH Pavilion / May 2017 – Sept. 2018

- Sold artist's merchandise to concert attendees; displayed clothing and trinkets creatively to appeal to fans and potential patrons
- Broke previous sales record by selling \$20,000 of merchandise in one night

NATIONAL FEATURE WRITER

Her Campus Media / Nov. 2017 – May 2018

- Pitched article ideas to editor; researched and interviewed experts on a wide variety of topics
- Wrote 20 news and feature articles published on national website

COMMUNITY MANAGEMENT INTERN

Her Campus Media / Sept. 2017 – May 2018

- Worked to manage and grow Her Campus' presence at 380+ colleges worldwide; conducted research and analyzed data on schools
- Spearheaded student organization database project; reworked the database and allocated work to other interns

CAMPUS CORRESPONDENT / EDITOR-IN-CHIEF

Her Campus at Lasell College / Dec. 2016 – May 2018

- Managed staff of 20 writers to produce weekly content for Her Campus Lasell's page; organized editorial calendar and pitched ideas to writers
- Contributed 50 articles and copyedited more than 500 feature and profile pieces; earned First Place in Highest Collegiette Circulation with 2082% monthly average

CIRCULATION ASSISTANT

Brennan Library at Lasell College / Sept. 2016 – May 2018

- Checked books in and out, shelved using the Dewey Decimal System; processed new books through cataloging and prepared for circulation
- Managed processing team and remade spine labels for all library materials

COMMUNICATION VOLUNTEER

West Suburban YMCA / Sept. 2017 – Dec. 2017

- Created a social media calendar to encourage donations on Giving Tuesday; evaluated interactions of posts to determine how the campaign succeeded