

# Danielle Roberts

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## Work History

### GROUP LEADER

*Concord Family YMCA / Concord, NH / 2018 – Present*

- Construct a well-balanced, engaging and positive after-school program for children; plan educational and entertaining activities

### SERVER

*99 Restaurant and Pub / Concord, NH / 2018 - Present*

- Help patrons select food and beverages to have a pleasant experience; customer-focused and multitasking involved

### MERCHANDISE ASSISTANT

*Bank of NH Pavilion / Gilford, NH / 2017 - 2018*

- Market concert merchandise to fans and potential patrons; display clothing and trinkets attractively
- Broke previous record; sold \$20,000 of merchandise in one night

### COMMUNITY MANAGEMENT INTERN

*Her Campus Media / Boston, MA / 2017 - 2018*

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

### CAMPUS CORRESPONDENT / EDITOR-IN-CHIEF

*Her Campus at Lasell College / Newton, MA / 2016 - 2018*

- Managed staff of 20 writers to produce weekly content; organized editorial calendar and pitched ideas to writer
- Contributed 50 pieces and copyedited more than 500 articles

### CIRCULATION ASSISTANT

*Brennan Library at Lasell College / Newton, MA / 2016 - 2018*

- Catalogued new materials and prepared for circulation; supervised processing team
- Proficient in Sierra ILS and Dewey Decimal System

## Education

### LASELL COLLEGE

*Newton, MA / B.A. Communication, 2018*

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

## Key Skills

- Copyediting and Copywriting
- AP Style
- Google Suite
- Social Media
- Windows and Mac Systems
- Wordpress
- Search Engine Optimization
- WPM: 70
- Fluent in Spanish

## Certifications

- **11/2018** – CPR and First Aid
- **11/2018** – Water Safety