

Danielle Roberts

□ (603) 244-8294 □ raniedoberts@gmail.com □ @raniedoberts □ raniedoberts.com

Related Experience

PROGRAM ASSISTANT II, SCHOOL READINESS

NH Department of Safety / Concord, NH / 2019 - Present

- Homeland Security and Emergency Management; assist in conducting K-12 school security assessments
- Create, update and submit spreadsheets for tracking
- Handle office duties; edit reports; organize all paperwork

FREELANCE WRITER

2017 – Present

- 18+ one-page and 2 cover stories for Seacoast Scene
- 20 feature articles published on HerCampus.com

COMMUNITY MANAGEMENT INTERN

Her Campus Media / Boston, MA / 2017 - 2018

- Grew Her Campus' presence at 380+ colleges worldwide; conducted research and analyzed data
- Spearheaded database project; assigned work to interns

CAMPUS CORRESPONDENT / EDITOR-IN-CHIEF

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

- Managed staff of 20 writers to produce weekly content
- Contributed 50 pieces and copyedited 500+ articles

CIRCULATION ASSISTANT

Brennan Library / Newton, MA / 2016 - 2018

- Catalogued new materials and prepared for circulation
- Proficient in Sierra ILS and Dewey Decimal System

Additional Experience

SERVER

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

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

GROUP LEADER / INTERIM SITE DIRECTOR

Concord Family YMCA / Concord, NH / 2018 – 2019

- Constructed a well-balanced and positive after-school program; planned educational and entertaining activities

MERCHANDISE ASSISTANT

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

- Marketed concert merchandise to fans and patrons; sold \$20,000 in one night and broke previous record

Summary

Detail-oriented and dedicated professional with three years of experience in writing and editing for digital publications. Passionate team player bringing a thoughtful and creative perspective to marketing and media.

Education

LASELL UNIVERSITY

Newton, MA / 2014 – 2018

- B.A. Communication
- Concentrations: Journalism and Media Writing, Public Relations
- Minor: Law and Business
- Graduated Summa Cum Laude
- Dean's List every semester

Key Skills

- Copyediting and Copywriting
- AP Style
- Google Suite
- Social Media
- Windows and Mac Systems
- Wordpress
- WPM: 70
- Strong Work Ethic
- Content Production
- Working knowledge in Adobe
- Fluent in Spanish

Analytical Achievements

- Copyedited School EOP Template from 180 pages to 150 pages
- Created spreadsheet for all 622 schools in N.H. for EOP reviews
- 2082% monthly average of views on Her Campus Lasell
- Compiled list of 550 colleges with up to 78 organizations