

# Danielle Roberts

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## PROFESSIONAL EXPERIENCE

**NH Department of Safety, Division of Homeland Security and Emergency Management, Concord, NH**

*Public Assistance State Program Delivery Manager*

Feb. 2022 – Present

- Acts as liaison between state/local officials and FEMA regarding the FEMA Public Assistance Grant Program
- Works with Legacy Disasters to validate and prepare projects for closeout; ensures compliance with federal, state guidelines and stakeholders
- Collects, maintains, and monitors accurate and up-to-date financial and programmatic records of each applicant for the FEMA Public Assistance Grant

*School Safety and Preparedness Program Assistant II*

Sept. 2019 – Feb. 2022

- Assisted with K-12 school security assessments; edited reports, updated tracking spreadsheets
- Assisted schools with Emergency Operations Plans (EOPs); ensured EOPs were submitted annually
- Conducted research regarding school safety legislature and NH Task Force; compiled data for future reference
- Handled office duties; organized paperwork and digital files; submitted monthly reports
- Support within State of NH response during COVID-19 pandemic – call center, logistics, and operations

**Her Campus Media, Community Management Intern, Boston, MA**

Sept. 2017 – May 2018

- Grew Her Campus' presence at 380+ colleges worldwide; recruited new schools through email and social media
- Conducted research and analyzed data on social media outreach and page hits
- Spearheaded female-fronted organization database project; assigned work to fellow interns
- Worked as a liaison between colleges and Her Campus through Sister Chapter Program and Chapter Advising

**Brennan Library, Lasell University, Circulation Assistant, Newton, MA**

Sept. 2016 – May 2018

- Catalogued new materials in Sierra ILS and prepared for circulation in processing; used Dewey Decimal System
- Assisted students, faculty and community patrons with any questions and concerns

## ADDITIONAL EXPERIENCE

**99 Restaurant and Pub, Server, Concord, NH**

May 2018 – March 2020

- Assisted patrons in having a pleasant and welcoming experience; customer-focused and multi-tasking involved

**Bank of NH Pavilion, Merchandise Assistant, Gilford, NH**

May 2017 – Sept. 2018

- Marketed concert merchandise by displaying items attractively to fans and potential patrons
- Sold \$20,000 of merchandise and broke previous record by 20%

## EDUCATION

**Rutgers University, Master of Information, New Brunswick, NJ**

Dec 2022

- Master's Degree in Information; concentration in Library and Information Science
- Courses included Cataloging, Collection Development, Competitive Intelligence, and Information Resources

**Lasell University, Bachelor of Arts, Communication, Newton, MA**

May 2018

- Concentrations in Public Relations and Journalism and Media Writing; minor in Law and Business
- Summa Cum Laude; 3.9 GPA; Dean's List every semester

## SKILLS

**Software:** Microsoft Office, Google Drive Suite, Adobe, Windows and Mac systems, WordPress

**Editorial:** AP Style, Copyediting and Copywriting, typing – 70 WPM

**Social media:** Facebook, Instagram, LinkedIn, Twitter, Pinterest, TikTok

**Languages:** Conversational-level Spanish – writing, reading, and speaking

**Personal:** Time management; customer service; attention to detail; collaboration; initiative; flexibility