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## Communications Expert: Writing, Editing, & Research Creative Project Management Experience

### EXPERTISE

Publication Editing and Production • Project Management • Corporate Communications • Writing & Editing  
Oral Communication • Marketing Collateral • Social Media Management • Creative Concepts • Creative Projects  
Adobe Creative Suite • Google Suite • Project Goals • Team Lead • Project Requirements • RFP/RFQ  
Creative Assets • Client Expectations • External Vendors • Internal Clients • Print Production

### PROFESSIONAL EXPERIENCE

Casa Loto Inc, *San Diego, CA*

August 2021 – PRESENT

#### Communications Director

- Company Summary: Casa Loto is a San Diego-based non-profit charity created to support LGBTQ youth in need.
- Lead for all of the organization's external communications including sponsorship solicitations, talking points, press releases, social media messaging, mission and values statements, pitch presentations, and misc.
- Responsible for organization's fundraising event project management and venue/vendor coordination.
- Created and oversees organization, event, and ticketing websites including change requests and publications.
- Attends and participates in speaking engagements to facilitate community business partnerships.
- Ensures quality control on all communications and develops relationships with media outlets.

Self-Employed, *Remote*

January 2016 – PRESENT

#### Freelance Writer and Editor

- Animation writer for Man of Action Entertainment on children's series *Power Players*.
- Editor for musical band Les Friction's eponymous science fiction comic book series.
- Writes, edits, and publishes anthology comic book series *Distant Shores* on ComiXology.
- Screenwriter of award-winning film *In the Life of Music*, Cambodia's submission to the 92nd Academy Awards.
- Social media manager for San Diego-based small businesses.

Oaksterdam University, *Remote*

June 2019 – March 2020

#### Communications Manager

**\*\*COVID-19 LAYOFF\*\***

- Company Summary: Oaksterdam University is a cannabis college based out of Oakland, California.
- Managed and oversaw all external communications including talking points, press releases, social media messaging, website content, weekly industry news updates, monthly newsletters, and misc.
- Worked closely with company president to create social media campaigns reaching various target audiences.
- Overhauled a complete revision of online textbooks, and wrote course descriptions and marketing copy.
- Ghostwriter for executive leadership, drafting and editing op-eds for numerous industry publications.

MedMen, *Los Angeles, CA*

February 2018 – September 2018

#### Communications Copywriter

**\*\*RELOCATED TO SAN DIEGO DUE TO PARTNER'S JOB\*\***

- Company Summary: MedMen is a cannabis dispensary chain with more than 25 stores in six states.
- Worked closely with Communications Director to develop, execute, and update consistent brand messaging.
- Primary copywriter responsible for external communications including talking points, press releases, mission and values statements, company blog and weekly industry news updates, monthly newsletters, and misc.

The Social Edge, *Remote*

August 2017 – February 2018

**Content Writer and Editor**

**\*\*SIX-MONTH CONTRACT\*\***

- Company Summary: The Social Edge is a New York-based social media marketing and consulting firm.
- Researched and crafted daily news and science digests, and wrote engaging feature articles that tackled complex political and social topics.
- Collaborated with assignment editor to develop story budget for online publication.
- Responsible for management and editing of content for SEO compliance in a WordPress CMS.

Joseph P. Reardon Funeral Home, *Ventura, CA*

January 2013 – December 2016

**Executive Assistant and Office Manager**

- Company Summary: Joseph P. Reardon is a full-service mortuary in Ventura, California.
- Executive assistant and administrative office manager, responsible for maintenance of all office needs.
- Coordinated with medical offices and government agencies to create accurate legal certifications and confirm interment and cremation authorizations. Handled sensitive situations and information.
- Performed on-call responsibilities including taking first calls, conducting transfers, meeting with families and visitors, answering questions, and providing service information.
- Maintained knowledge of and ensured adherence of current federal, state, and local regulations.

Pacifica Graduate Institute, *Santa Barbara, CA*

June 2011 – July 2013

**Managing Editor**

- Company Summary: Pacifica is an accredited school offering masters and doctoral degrees in depth psychology.
- Lead editor for academic institution's annual literary journal, overseeing all levels of book production.
- Responsible for project management of deliverables from beginning to end, including solicitation of creators, budget maintenance, billing, production, printing, distribution, and online publication.
- Served in the role of managing editor, including supervision of editorial staff, overseeing of submission selection, conducting monthly editorial meetings, maintenance of editorial calendar, and editing.

Theater of the First Amendment, *Fairfax, VA*

August 2008 – November 2011

**Production Assistant**

- Company Summary: TFA was the professional theater-in-residence at George Mason University.
- Served as administrative office assistant, including management of schedules and internal calendars, handling calls, arranging artist logistics, tracking inventory and production equipment, and assisting management.
- Participated in production operations and theatrical productions, including the roles of production assistant, stage manager, and assistant director.

## EDUCATION

**M.A. in Mythological Studies with an emphasis in Depth Psychology, May 2013**

PACIFICA GRADUATE INSTITUTE, *Santa Barbara, California*

**B.A. in English Literature, May 2010**

GEORGE MASON UNIVERSITY, *Fairfax, Virginia*