



HELEN HEINIG

COMMUNICATOR // PUBLIC RELATIONS

PROFESSIONAL SKILLS

Grant writing
Social media strategy
Public relations writing
Web content development
Hootsuite Certified

Corporate blogging
Project management
Customer Service
Layout design
Photo editing
Event planning


PERSONAL SKILLS


Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated
Problem-solver


CONTACT

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SOCIAL

 fb.me/helenheinig

 @helenheinig

 @helenheinig

ABOUT

An aspiring communicator seeking a full-time position in the field public relations and communications. Wish to apply knowledge and skills for continuous improvement and growth. Variety of experience working with non-profits, organizations and people.

WORK EXPERIENCE

ADVANCEMENT & DONOR RELATIONS INTERN

Ohio Northern University | Aug. 2017 - present

- Stewarding current donors and prospective donors
- Event managing and coordinating between departments
- Communicating swiftly with clients and colleagues
- Strategic problem solving and data management
- Follow branding constraints

GRANT WRITING VOLUNTEER

Fendig Summer Theatre for Children | Aug. 2015 - present

- Wrote 5 successful grants to foundations
- Created two video grant submissions for national grants
- Researched opportunities for organizational needs

DIRECTOR

Fendig Summer Theatre for Children | Jan. 2015 - July 2017

- Managed social media accounts and website
- Created social media content
- Directed a full production of *Mary Poppins & Hello, Dolly!*
- Managed 80 children grades 4-8
- Worked with adults on fundraising and publicity
- Grant proposal writing and video proposal development

COMMUNICATIONS PUBLICITY

Ohio Northern University | Music Department | Aug. 2015 - present

- Design graphics and edit event posters
- Communicate directly and electronically to prospective students

EDUCATION

BACHELOR OF ARTS, MAJOR IN COMMUNICATION

MINORS:

ARTS ADMINISTRATION, PUBLIC RELATIONS & SOCIAL MEDIA

Ohio Northern University | 2014-FALL 2017

GPA 3.5