

# Erin Donnelly

erinedonnelly1@gmail.com - (760) 579-8499 - @ErinEDonnelly

## EDUCATION

---

University of California, Los Angeles - History B.A., 2015

## EXPERIENCE

---

### **Fun Language International (Bangkok, Thailand)**

*English Teacher - October 2016 - October 2017*

- Responsible for the instruction and assessment of more than 200 students
- Led at least 20 lessons every week in four Bangkok schools
- Created interactive presentations from scratch for a variety of topics and experience levels
- Presented lessons for groups ranging in size from 5 to 35 students

### **Heal**

*Operations Coordinator - January 2016 - September 2016*

- Developed process workflows for a growing start-up company specializing in concierge medicine
- Served as an operational point person for 30 doctors and medical assistants
- Organized the daily and weekly schedules for medical staff across all of California
- Spoke on behalf of the company for customer inquiries via phone and email

### **The Orange County Register**

*News Reporter - July 2015 - January 2016*

- Covered local government, features and breaking news in the city of San Juan Capistrano
- Solidified a formal writing style for policies disputes and developed a creative voice while covering the local native american tribes and the San Juan Capistrano mission
- Managed local Facebook and Twitter accounts

### **The Daily Bruin**

*Community Manager - September 2014 - June 2015*

- Developed a new position dedicated to engaging social media for UCLA's award-winning student newspaper
- Organized a successful \$10,000 crowdfunding campaign by creating original videos, photos, and copy to promote the project on social media

## SKILLS

---

Copywriting, Photoshop, Microsoft Office, Zendesk, Google Drive, Slack, Organization, Wordpress, Basic HTML, Travel Organization, Social Media (Facebook, Instagram, Snapchat, Twitter)