



## EDUCATION

### Bachelor of Arts, Communication (Electronic & Print Journalism Concentration)

College of Liberal Arts & Human Sciences, Virginia Polytechnic Institute and State University (Virginia Tech)  
Minors: Theatre Arts, International Studies  
Graduated May 2011, Cum Laude

### Master of Arts, Game Design

School of Communication, American University  
Expected Graduation May 2021

## EMPLOYMENT EXPERIENCE & ACTIVITIES

### Tutoring Club, LLC | Tutor

McLean, VA, July 2018 - present  
-Tutor elementary, middle, and high school students in a variety of subjects, including mathematics, science, English, history, and civics

### MetLife | Client Service Consultant

McLean, VA, May 2017 - April 2018  
-Manage day-to-day administration and oversee escalation of service issues for clients with 1,000 or more employees  
-Facilitate client meetings, including the preparation of presentations and other materials  
-Take the lead on the implementation of special projects and strategic initiatives for clients

### MetLife | Field Service Consultant

Vienna, VA, May 2014 - May 2017  
-Collaborate with Account Executives on sales activities with focus on acquiring new business and maintaining strong client relationships  
-Create and give presentations on insurance benefits to new and existing clients and their broker partners  
-Manage multiple Account Executives' books of business, including enrollment, renewal strategies, benefit administration, and service issues

### MetLife | Sales Coordinator

Richmond, VA, January 2013 - May 2014  
-Assist Account Executives with pre-sale activities, including organizing requests for proposals (RFP's) and creating final proposals  
-Build and maintain a strong knowledge of MetLife's group insurance products  
-Take charge of miscellaneous administrative duties in the sales office

### WDBJ-TV | Associate Producer

Roanoke, VA, May 2011 - December 2012  
-Assist in writing, timing, and overseeing a two-hour graphics-intensive news program every weekday morning  
-Pitch story ideas and assist reporters and photographers in putting together news packages, complete with graphics, video, and voiceover  
-Occasionally fill in for morning, noon, and weekend producers

### Digifira.com | Associate Editor

Arlington, VA, May 2016 - January 2017  
-Contribute news and feature articles reporting on and analyzing video games, movies, television, tabletop games, and technology  
-Assist in leading a team of about seven writers, editing and publishing their news pieces and features  
-Manage the website's social media presence, including posting updates to Twitter and Facebook

### Virginia Tech Student Television (VTTV) | News Director

Blacksburg, VA, August 2009 - May 2011  
-Lead, oversee, and manage all activities in the station's news department, consisting of approximately 25 staff members  
-Produce, direct, and occasionally anchor for multiple weekly news programs  
-Train staff in the creation of news stories, including news writing, video editing, and graphics creation

### Planet Blacksburg Television | Field Producer / Co-News Director

Blacksburg, VA, August 2010 - May 2011  
-Work with a Co-News Director to lead, oversee, and manage activities in the news department of PlanetBlacksburg.com  
-Research, film, voice, and edit news packages for the website's online news programs  
-Anchor a bi-weekly online news program covering news in and around the Blacksburg, VA area

Sales & Customer Service

Writing/Editing,  
Television/Video  
Production, & Journalism

## SKILLS & CERTIFICATIONS

### Skills

Adobe Photoshop, Character Animator, InDesign, Dreamweaver, Acrobat, HTML, Lua, C#, Python, PICO-8, Twine, Unity, Unreal Engine 4, GameMaker Studio 2, Autodesk Maya, Raspberry Pi, HTC Vive, Microsoft Office (Word/Excel/PowerPoint/Outlook), Final Cut Pro/Express, iMovie, Audacity, public speaking, news writing, creative writing, broadcast media, print media, video editing, photo editing, customer service, game design and development

### Certifications

Trained and certified by the American Red Cross in:

- Adult & pediatric first aid
- Adult & pediatric CPR
- Adult & pediatric AED operation