

Chelsea A. Hamlet

[Website](#) • [LinkedIn](#) • [Portfolio](#)
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EDUCATION

Bachelor of Arts in Communication and Social Interaction with a minor in Creative Writing 05/2014
State University of New York at Oswego

SKILLS

- Website Management (WordPress, Craft CMS)
- Social Media (Hootsuite, Facebook, Twitter, Instagram)
- Email Marketing (MailChimp, Blue State Digital)
- Google Analytics
- Oral and Written Communication
- Process Development
- Event Planning and Promotion
- Microsoft Office (Word, PowerPoint, Excel)

WRITING EXPERIENCE

Freelance Writer and Editor, *Mount Vernon Public Library*, Mount Vernon, New York 07/2016 - Present

- Writes articles about library events for website and newsletter.
- Interviews artists and writers to encourage local talent to pursue their creative endeavors.
- Edits content from the director and board of trustee members for each newsletter.

Contributor, *The Oswegonian*, Oswego, NY 09/2013 - 12/2013

- Covered multicultural events on campus.
- Wrote opinion articles regarding Hip Hop culture as it related to the Black community.

Contributor, *Parle & Parle Teen Magazine*, New York, NY 07/2012 - 08/2012

- Covered media events including the first Rock the Bells press conference in New York.
- Interviewed artists such as Immortal Technique and Kayla Brianna regarding their upcoming projects.

MARKETING EXPERIENCE

Digital Communications Intern, *EL Education*, New York, NY 07/2016 - 10/2016

- Created social media content that resulted in over 100 post clicks and reached over 2000 people.
- Developed and maintained a social media editorial calendar for the communication department to utilize.
- Curated and edited content for the organization's website, newsletter, and app.

Digital Content Volunteer, *SocialGeorgia*, Atlanta, GA 09/2015 - 11/2015

- Created website content that generated 53.5% new visitors, 46.5% returning visitors, and 12,997 views.
- Assisted in developing social media content, which resulted in a 23% increase in twitter followers.
- Developed press materials such as media alerts, news releases and a media kit for their inaugural fundraiser.

Business Development Coordinator, *Harlem Fine Arts Show*, Mt. Vernon, NY 06/2014 - 08/2015

- Developed sponsorship decks for current and prospective clients.
- Acted as a liaison between the sales team, current sponsors and potential clients.
- Collected data from over 100 event attendees for client wrap-up reports that resulted in sponsor retention.

LEADERSHIP EXPERIENCE

Digital Dirt Specialist, *Career Services*, Oswego, NY 08/2013 - 05/2014

- Trained 64% of Digital Dirt program participants to use LinkedIn.
- Increased the digital presence of Digital Dirt participants by 79% through group and one-on-one sessions.
- Created Standard Operating Procedures for the department to sustain the Digital Dirt program.

Director of Correspondence, *Black Student Union*, Oswego, NY 03/2011 - 05/2013

- Created and facilitated programs surrounding Black American experiences and history.
- Organized community outreach efforts resulting in local business' donating gift certificates for events.
- Contracted speakers, photographers, videographers, and caterers for annual dinner.
- Executed a qualitative research study examining the progress of the 2012-2013 BSU Executive Board.