

Dani Raymond
3618 Robin Road
Toledo, Ohio 43623
dani.raymond19@gmail.com
M: 419.345.6361

Summary

Organized, detail-oriented professional with more than 5 years of experience in integrated communications and event planning and 8+ years in customer service

Skills

Software: Microsoft Office Suite, Keynote, iMovie, Adobe Photoshop, Engage121, HootSuite
Languages: Proficient in written and oral Spanish, Basic knowledge of written and oral Italian
Social Management: Facebook, Twitter, Instagram, Pinterest, LinkedIn, Foursquare, Snapchat, YouTube, Google, Yelp, Apple Maps, The Knot

Experience

The Toledo Zoo, Toledo, Ohio

Visitor Services Office Assistant

July 2015 - Present

- Assist supervisor with data entry including, daily sales reports, labor reports and group quotes
- Manage mail and office supply inventory for Visitor Services staff
- Direct visitors and manage phone calls for all departments
- Assist HR with onboarding, including time clock setup, uniforms, and payroll forms

Metroparks of the Toledo Area, Toledo, Ohio

Manor House Set-up and Events Assistant

May 2015 – December 2015

March 2016 - December 2016

- Aided the Manor House Coordinator with rental reservations, program development and internal communications
- Assisted Programming department in organizing and managing "Holidays in the Manor House"
- Studied pricing and amenities of competitors and gave operational and marketing recommendations

Re:group Inc. Ann Arbor, Michigan

Social Media Assistant

May 2014 – November 2014

- Managed internal social media, including blogging committee
- Managed claiming of Yelp, Google+ and Apple Maps listings for client SEO
- Assisted Social Media team with content creation, community management and analytics

Kidney Foundation of Northwest Ohio, Toledo, Ohio

Volunteer Marketing and Events Coordinator

January 2010 – November 2012

- Helped create promotional plans and marketing collateral for annual fundraisers
- Worked with media professionals to establish PSA's, testimonials, and news stories
- Introduced staff to social media and co-managed Facebook page
- Assisted Lesniewicz Associates with copywriting for re-branding campaign

Education

Bachelor of Arts in Communication

Concentration: Public Relations

University of Toledo, December 2010

Honors and Awards:

Lambda Pi Eta Communication Honor Society (President 2009-2010)
Dean's List Fall 2010

Memberships

Public Relations Society of America (PRSA) Member August 2011 – Present (former PRSSA)

American Marketing Association (AMA) Member November 2010 - Present

For a more detailed description of past work experience and student involvement, visit:
www.linkedin.com/in/daniraymond