

Brendan Manley

240-778-3284

2bmanley17@gmail.com 4100 Massachusetts Ave. NW

Washington, DC 20016

Education:

Hamilton College, Bachelor of Arts, Clinton NY

May 2021

Major: Creative Writing Minor: French

Language Skills: French Intermediate-Expert

American University, Master of Arts, Washington DC

August 2022

Major: Strategic Communications, GPA 3.5

Software Skills: Qualtrics, NVivo, Jamovi, Adobe Illustrator (Intermediate-Expert), Adobe Premiere Pro (Intermediate-Expert), HTML (Beginner), CSS (Beginner)

Communication Experience:

Hamilton College Red Weather Literature Magazine, *Writer*, Clinton NY

September 2017-M

- Submitted prose articles within deadlines.
- Generated and implemented creative ideas for the magazine.
- Edited other writer's content for the magazine.

Media Solutions, *Public Relations Manager*, Long Island NY

May 2019-June 2019

- Marketed and managed Facebook and Instagram accounts for multiple clients.
- Performed marketing calls and wrote marketing emails, talked to newspapers and online journals to get content posted.
- Created online articles using SEO optimization skills for multiple client websites.

Hamilton College Diversity Access and Recruitment Team, *Member*, Clinton NY

September 2017-May 2019

- Collaborated with the Office of Admissions to find ways to recruit minority students to come to Hamilton
- Marketed Hamilton College with personal emails to 4 prospective students inviting them to come and visit
- Promoted Hamilton College to visiting minority students and responded to any inquiries they had about the college.

Management Experience:

Media Solutions, *Human Resources Specialist*, (Remote)

August 2018-May 2019

- Interviewed potential employees for the company to determine which would be best
- Created schedules and plans for interns to follow during winter and spring breaks for the company
- Managed the work of freelancers for the company through various freelancer sites.

Easy Event Planning, *Event Recovery Team*, (Remote)

June 2020-August 2020

- Served as a liaison between parties by arranging meetings between members of my sales team and small businesses during COVID-19

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- Persuaded small businesses to come to the Easy Event Planning website and make a profile.
- Categorized data by recording which businesses would respond well to a marketing campaign.

Hamilton College Literature Department Student Assistant

December 2019-February 2020

- Assisted literature professors with technological needs
- Provided information quickly and clearly to customers via phone through speaking to potential students and current students who need assistance
- Organized computer files and physical books and supplies for professors

Operations Student Supervisor

October 2021-Present

- Managed up to ten different workers and helped them arrange their work schedules and nightly tasks
- Communicated with multiple clients and customers as the first point of contact regarding the American University Library
- Supervised the library and maintained its professional attitude by routinely patrolling the library and upholding library policies