

JULIA MEINSTER

T: (215) 630.7506
E: julia.meinster1@gmail.com

A: 26 Woodside Lane, New Hope, PA 18938
W: www.juliameinster.com

EXPERIENCE

MAY 2017 -CURRENT	COMMUNITY INVESTMENT STRATEGIES, INC. Communications Manager <ul style="list-style-type: none">Assist in the overall branding and promotion of CIS and their two affiliated companiesGenerate content for social media, websites, and blogsCreate print and digital collateral pieces; i.e. flyers, brochures, advertisementsPrepare for and attend events--general coordination, design/order promotional items, set-up/take down tables, and hand out materialsMarket events through email campaigns and social mediaAssist with public relation matters; media coordination, press releases, obtaining reprintsAssist with creative marketing strategies to build brandsAnalyze social media and website analytic reports; adjust strategies to optimize results
JUN. 2016 -FEB. 2017	STUART COUNTRY DAY SCHOOL OF THE SACRED HEART Communications/Graphic Design Assistant Communications/Graphics Design Intern Summer 2016 <ul style="list-style-type: none">Redesigned and created the 104 page published magazine and annual reportTransferred web content using various content managing systems, such as Finalsite and Silverpoint SchoolSuiteWorked on multiple projects, such as branding of events and designing material, in collaboration with team membersDesigned various invitations, info-graphics, posters, and informational brochuresDesigned window graphics and outside bannersPhotographed various events
2011- PRESENT	MARSILIO'S KITCHEN Media Communications/Assistant Manager <ul style="list-style-type: none">Manage front of the house, staff, scheduling, and customer relationsCreate marketing campaign designs that promote the restaurant through print and social mediaDesign comprehensive email campaigns directed towards target market
2014	CREATIVE STRATEGY GROUP Senior Intern <ul style="list-style-type: none">Assisted project managers with website redesigns and annual reportsImplemented a successful social media strategy, increasing the number of followers on Facebook, Twitter and LinkedInGenerated a database and defined a target market, then initiated contact with potential clientsAssisted in the writing and editing process of website copy for clients
2013	ADVOCACY MANAGEMENT GROUP Intern <ul style="list-style-type: none">Assisted in the planning, promoting and implementation of eventsAssisted in soliciting sponsorships and creating email invitations and email blastsUpdated and expanded social media visibility for clientsCreated monthly client newsletters and managed their media outreach listsAided in administrative projects, including word processing, updating files and large group mailings

EDUCATION

2012 - 2016
MARIST COLLEGE
B.S. Digital Media | Photography, Graphic Design, Art History & Studio Art
Magna Cum Laude, Dean's List and National Society of Leadership & Success

FALL 2014
LONDON SOUTH BANK UNIVERSITY
London, England

2012-2013
LORENZO D'MEDICI: INTERNATIONAL INSTITUTE
Florence, Italy

VOLUNTEER EXPERIENCE

2013-2016
ASTOR SERVICES FOR CHILDREN & FAMILIES
Poughkeepsie, NY

- Acted as a mentor for impoverished children in the Dutchess County area
- Assisted teachers in all classroom activities
- Provided care and learning support to students
- Aided children with learning disabilities

2012-2014
HABITAT FOR HUMANITY
Poughkeepsie, NY

SKILLS

Adobe Photoshop	<div><div></div></div>
Adobe InDesign	<div><div></div></div>
Adobe Illustrator	<div><div></div></div>
Photography	<div><div></div></div>
Social Media	<div><div></div></div>
Keynote Pages PowerPoint Word	<div><div></div></div>

REFERENCES

Available Upon Request.