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EDUCATION:	Colorado State University - Fort Collins, CO Bachelor of the Arts in Journalism & Media Communication Minor in Arts Leadership & Administration, <i>Summa Cum Laude</i>	Aug. 2012 - Dec. 2015
EXPERIENCE:	Development Event Intern - The Catholic Foundation Alliance Input constituent contact information and donation items, drafted email reminders, assisted with logistics and day of set-up/tear-down for two golf tournaments and a donor reception	June 2015 - Aug. 2015
	Program Marketing Intern - Silver Kite Community Arts, LLC Wrote and distributed monthly press releases, created synergetic publication design materials, unified branding across communication channels, contributed to monthly newsletters, compiled marketing lists, managed event promotion on Facebook and Twitter	April 2014 - Oct. 2015
	Seamstress - University for the Arts Costume Shop Created costume mockups and finished garments, completed alterations, restocked inventory	Aug. 2014 - Dec. 2015
	Day of Coordinator Ryan/White Wedding Attended final vendor meetings, set-up event space, acted as event staff liaison and manager	July 2015
	Server - Cheddars Casual Café Greeted guests, took and delivered orders, handled payments and restocked back of house	June 2013 - Jan. 2015
	Event Assistant - CSU Orientation Programs Set-up/tear-down of 10+ events during freshman orientation weekend "RamWelcome"	Aug. 2013, Aug. 2014
LEADERSHIP:	Student Missionary - Fellowship of Catholic University Students Led a weekly Bible study and weekly one-on-one mentoring for 4 student Summer mission work in Peru, attended 2014 Student Leadership Conference	Jan. 2013 - Dec. 2015
	Writer - Ram Catholic Newsletter Contributed 2-3 feature articles in bi-annual donor news magazine	Sept. 2014 - Dec. 2015
	Logistics Coordinator - TEDxCSU Coordinated the innovation expo at a 500 attendee 2014 annual conference Emcee and venue coordinator for a 100 attendee community 2014 salon	Oct. 2013 - March 2015
	Development Chair - Nerdy Derby at NoCo Mini Maker Faire Organized the procurement of in-kind and monetary donations from 20 local businesses	Aug. - Oct. 2014

STRENGTHS & SKILLS:

Software:

Adobe Photoshop,
Illustrator, Premiere,
WordPress, Wix,
MailChimp, Hootsuite,
GreaterGiving Project
Management

Communication:

Forming creative
concepts and branding,
Working in collaboration
to develop 4-phase
campaigns, Using
analytics for evaluation

Events:

Coordinating 3+ events at
once, Building
community partnerships,
Creating promotional
social media/email
campaigns, Décor design

Arts:

Experience with arts
production process
including devising works,
Planning arts outreach and
engagement programming,
Online arts promotion