

EXPERIENCE **Community Relations Coordinator and Center Manager** *Feb 2018-June 2022*

**William R. Sinkin Eco Centro
San Antonio College – San Antonio, Texas**

Communications lead, webmaster, office manager and outreach coordinator for William R. Sinkin Eco Centro, center for environmental and community sustainability. I supported the Center's mission to cultivate sustainability through administrative support, social media strategy, community engagement, public relations, graphic design, event planning, program development and connecting faculty, students and staff to resources and volunteer opportunities. Partnership coordinator, calendar and staff scheduling manager, billing and budget management supervisor, logistics coordinator. Handled all print materials and collateral, fundraising campaigns, and analytics. I received a SAC Emerging Leaders Award in Spring 2019, and SAC Employee of the Month in February 2022.

Multimedia and Communications Specialist *Sept 2015-Feb 2018*
The Meadows Center for Water and the Environment, Texas State University – San Marcos, Texas

Multimedia production and graphic design: brochures, web design and analytics, social media, publications, reports, logos, and video production. Developed fundraising collateral and supported community outreach for the Texas Stream Team statewide citizen science program. Connected university students with environmental stewardship opportunities. Redesigned the Center's website when the university implemented a new website content management system, in collaboration with University Marketing.

Digital Media and Outreach Coordinator *Sept 2015-Nov 2017*
WaterPR, LLC – Austin, Texas

Developed social media strategy and content, web and graphic design, event/volunteer coordination, and email newsletters for natural resource and water technology clients.

Multimedia Specialist – Rios MediaWorks *Oct 2013-Present*

Consulting and creative services including web and graphic design for small businesses and entrepreneurs.

EDUCATION **Texas State University – San Marcos, Texas** *May 2017*

Bachelor of Science in Electronic Media and Mass Communication
Minor in Business Administration, Concentrations in Multimedia Production and Digital Media

COMMUNITY SERVICE AND ACTIVITIES **Optimist International** *Aug 2013-Sept 2021*

Nonprofit organization that serves the community through fundraising, mentorships and scholarships for K-12 youth. I conducted training on social media best practices locally, regionally and internationally. I served as Public Relations Chair for the Optimist Club of San Antonio and Leadership Development Chair for the South Texas Optimists. I was awarded San Antonio Optimist of the Year for 2021.

Toastmasters International *Sept 2018-Aug 2021*

Member of Gavelmasters, a local Toastmasters club that emphasizes building skills for leaders to speak with credibility, confidence and persuasiveness.

San Antonio College | Campus-Wide Committees

Coordinated programs and promoting events to students: LGBTQ+ History Month Committee, Hispanic Heritage Month Committee, The Caring Campus Initiative, and the Library Common Read Committee.

Other Memberships:

Deceleration (Board Member), Women Communicators of Austin, and U.S. Green Building Council - Texas Chapter