

ANN REBNA

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SUMMARY

Marketing and Communications Professional. Versatile, quick learner. Detail-oriented and organized, creative multi-tasker who thrives on new challenges. Emphasis in writing, copyediting, layout and design of communications collateral, website development, public relations and social media.

Significant experience with event planning, including high-profile non-profit fundraising and promotional events. Ability to coordinate events for 500+ guests. Proven ability to follow budgets, manage committees and volunteers and ensure proper risk management procedures are followed. Attentive listener with ability to resolve and mediate employee and client concerns. Demonstrate the following core competencies:

COMMUNICATIONS PROFICIENCY

Strong written and verbal communication skills
Extensive knowledge of AP Style
Italian language; intermediate speaking, advanced
Develop strong vendor and client relations
Skilled in modern social media tools and practices
(Facebook, Twitter, LinkedIn, YouTube, Blogs, etc.)

TECHNICAL PROFICIENCY

Advanced in all Microsoft Office programs; Word, Excel, PowerPoint, Outlook and Publisher
Advanced in Windows and Macintosh operating systems
Proficient in Adobe Photoshop, InDesign, Illustrator, Acrobat Professional and Dreamweaver
Basic HTML, CSS and JavaScript knowledge

PROFESSIONAL EXPERIENCE

LEGAL ASSISTANT/ COPYEDITOR, 20xx - PRESENT

Williams-Sonoma, San Francisco, CA

Assist with preparation, review, editing, proofreading and on-going updates of SEC and financial filings, including prospectuses, statements of additional information, supplements and annual and semiannual shareholder reports.

- Utilize attention to detail, proofreading, copyediting, organizational, prioritizing and project management abilities to assist legal disclosure team in meeting tight deadlines on multiple simultaneous projects
- Assisted in conceptualizing, strategizing and creating comprehensive style guide for all financial filing documents

EVENT COORDINATOR AND FRONT DOOR/ OFFICE MANAGER, 20xx – 20xx

Tante Louise, Denver, CO

Booked and coordinated all aspects of private dining, with accommodations for 8-85 guests. Planned and managed all special events, managed office administration and front-of-the-house operations.

- Oversaw all reservation bookings, planning and seating of up to 200 guests in dining room
- Coordinated and managed private dinner events in three private dining rooms and occasional restaurant buyouts, for an average of three events per night and 750 events per year, with budgets of up to \$20,000
- Facilitated communication between guests and restaurant; Utilized critical thinking skills to resolve conflicts, implemented and managed customer e-mail list, created, wrote, designed and sent newsletter updates with Constant Contact, updated and wrote website content, established and maintained relationships with vendors
- Managed charitable giving and in-kind donations
- Used Italian language skills to communicate with Italian guests and vendors and to translate/write menu descriptions
- Directly managed two hostesses, assisted in managing a staff of 15 servers and 5 valets

COMMUNICATIONS ASSOCIATE, 20xx – 20xx

The Child Advocacy Foundation, Denver, CO

Assisted with marketing and public relations efforts to raise awareness and funds to increase advocacy, training, education, treatment and research for the protection and treatment of abused children. Specific campaigns included Child Abuse Prevention Month, Post-Partum Depression Intervention and Shaken Baby Syndrome awareness.

- Facilitated, wrote, designed and coordinated printing of over 20 pieces of marketing communications collateral
- Assisted with planning, coordination and promotion for, and media coverage of 1500+ guest annual benefit concert and related sponsor events; communicated with over 50 high-level business and individual sponsors
- Edited and wrote copy for websites, managed media contact database, photo library and event calendars.
- Compiled news clips and performed administrative duties to support communications department

FEATURE WRITER/ COPYEDITOR, 20xx – 20xx

The Clarion, University of Denver

Performed feature writing and copyediting duties for the University of Denver's student newspaper.

- Pitched story ideas, interviewed sources, researched, reported and wrote weekly news feature articles
- Utilized AP Style, spelling and grammar skills and attention to detail as staff copyeditor
- Responsible for submitting corrections to department editors in a deadline-driven environment and providing the final set of eyes to ensure accuracy in every story, caption and headline before newspaper went to print

EDUCATION

MASTER OF PROFESSIONAL STUDIES, University of Denver, Denver, CO, 20xx

Organizational and Professional Communication

Emphasis in Public Relations and Marketing

BACHELOR OF ARTS, University of Denver, Denver, CO, 20xx

Journalism Studies

Minors in Italian and International Studies (emphasis in Gender Studies, Health & Human Rights)

COMMUNITY INVOLVEMENT

MEMBER, 20xx - PRESENT

Young Non-Profit Professionals Network, Denver, CO

Inaugural member of a donor-advised fund comprised of young professionals with a desire to make a substantial and collective impact on the non-profit sector. Our mission is to build a community of philanthropists that engages and empowers individuals to impact society through collective grant making.

PUBLIC RELATIONS INTERN, 20xx

Casa Delle Donne Per Non Subire Violenza, Bologna, Italy

Completed volunteer internship at "The Center for Women Against Violence," an internationally renowned women's domestic violence center. Assisted with public relations for the center's programs and services to support survivors, eliminate stereotypes and promote a culture where violence against women will not be tolerated.

- Assisted operations team with promotion for center's international conference addressing forced prostitution and trafficking of women as global epidemics
- Translated conference program and materials into English, utilized Italian language skills to communicate with staff
- Trusted with confidential location of emergency shelter