

## Summary

Seasoned **communications expert** with **proven ability to inspire** audiences. **Efficient, organized,** and **detail-oriented.** Experienced in **local media.** Compelling **content creator** across digital platforms. Outstanding **writer** and **editor.** Exceptional ability to **prioritize competing demands** and **meet deadlines.** Excellent **interpersonal skills.**

- Clear Communicator
- Charismatic Collaborator
- Self-motivated & Task-oriented
- Timely & Focused
- Effective Manager
- Flexible & Nimble
- Strategic Narrative Builder
- Out-of-the-box Thinker
- Extremely Fast Learner

## Experience

### **FREELANCE WRITER & EDITOR | SELF-EMPLOYED | 2021 - CURRENTLY EMPLOYED**

- Provide freelance communications support to organizations and individuals to increase marketability, engage clients & donors, and build online platforms.
- Book development, coaching, and copy editing manuscripts
  - *You Should Be Grateful* by Angela Tucker to be released Spring 2023 by Penguin Random House
  - *The Love Tree* by Katie Biron to be released Spring 2023

### **ASSOCIATE I | ENVIROISSUES | 2020-2021**

- Built and executed community engagement strategy including social media advertising, direct constituent communications, and media relations for a variety of government infrastructure projects
- Effectively managed multiple stakeholders to find best path forward for high-stakes public projects
- Engaged clients to design and implement effective community outreach in a fully remote environment

### **COMMUNICATIONS MANAGER/BLOG EDITOR | AMARA | 2017 - 2020**

- Created and managed all external content platforms including social media, website, & newsletter
- Executed Amara's public-facing communications including press releases, media relations & pitches
- Developed and implemented long and short-term narrative shift in Amara's messaging and branding
- Elucidated complex and nuanced aspects of Amara's work through accessible content for variety of audiences

### **INTERIM EXECUTIVE DIRECTOR | SOUTH SEATTLE EMERALD | 2016 - 2017**

- Crafted long-range, collaborative vision for burgeoning local online media outlet
- Doubled both web page views and Facebook likes through creative and compelling content
- Increased recurring donors 18x through donor campaigns focused on social media
- Established and managed payroll system for 30+ freelance writers and editors
- Built strong foundation of non-profit structure including submitting 501c3 application, first general operating budget, fundraising plan and annual calendar, and monthly P&L Report and Treasurer's Report

### **COLUMNIST/EDITOR | SOUTH SEATTLE EMERALD | 2015 - 2017**

- [Regular column](#) sparked conversation around important topics with as many as 4,000 views/column
- Elevated professionalism of publication with timely copy editing for clarity, style, content, and grammar
- Created, managed, and edited the [Revolutionary Women Series](#): 31 days of articles about women, written by women to celebrate Women's History Month

# Marilee Jolin

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## (EXPERIENCE CONT.)

### **SUBSCRIPTION BOX MANAGER & SALES ASSOCIATE | SEATTLE SEED COMPANY | 2015 - 2017**

- Designed and implemented email marketing campaign and regular newsletter communications
- Contributed strategy, editing, and design support to social media, marketing, & revenue-building initiatives
- Collaborated to solve customer service challenges and interface with clients

### **SPACE MANAGER | HILLMAN CITY COLLABORATORY | 2014-2016**

- Created and implemented system for space rental including contracts, calendar, payment, and follow-up
- Substantially increased event rentals and co-working memberships
- Worked collaboratively with diverse team to establish non-profit structure for burgeoning organization

## **Education**

### **BACHELOR OF ARTS | 2004 | GEORGE FOX UNIVERSITY**

- Major: Political Science
- Minor: Sociology, Peace Studies & Conflict Resolution

### **GRADUATE WORK | NORTHEASTERN UNIVERSITY**

- Coursework in Sociology, Statistics and Global Political Ecology

## **Skills & Abilities**

### **SOCIAL MEDIA/SOFTWARE**

- Proficient in Microsoft Office, Wordpress, MailChimp, Facebook, Instagram, Twitter, Hootsuite & more
- Familiar with Airtable and other spreadsheet software
- Fast and confident learner on any platform

### **LEADERSHIP**

- 2017 recipient of the Seattle Chamber's **WIBLI Rising Star**: Awarded to a woman who has shown exemplary leadership traits at an early point in her career and has worked to advance gender equity in our region

### **CULTURAL COMPETENCY**

- Leader in Amara's Diversity, Equity, and Inclusion Council
- Participated in multiple Undoing Racism Trainings with the People's Institute for Survival and Beyond
- I have consistently worked in mixed race spaces, navigating the complexities of race in the US through accountable relationships that challenge me to identify and relinquish white supremacy