

HARPER ALERION

Communications Manager

CONTACT

434 484 2012
harperalerion@gmail.com
Arlington, VA

EDUCATION

Bachelor of Arts | Liberal Arts
Soka University of America

SKILLS

PROFESSIONAL

Creativity
Critical thinking
Emotional intelligence
Organization
Problem-solving

TECHNICAL

Canva
Final Cut Pro
G-Suite
Higher Logic
Microsoft Office Suite

LANGUAGES

English *Native*
French *Intermediate*
Chinese *Intermediate*

PORTFOLIO

www.harperalerion.com

EXPERIENCE

SOCIAL MEDIA SPECIALIST Oct 2021 - Present
Scottsville Center for Arts & Nature

- Drafting copy and editing photographs for social media
- Using analytics tools to track engagement
- Marketing classes and workshops to local audience

COMMUNICATIONS MANAGER Jul 2021 - Present
The Chlorine Institute, Inc.

- Fielding media inquiries and serving as point-of-contact for domestic and international intra-industry counterparts
- Composing presentations and talking points for the president
- Editing, formatting, and distributing internal newsletter
- Collaborating with program coordinator on social media content/strategy
- Designing signage and drafting health/safety protocols for events

EDITOR Jun 2015 - Present
Freelance

- Editing instructional book manuscripts, Ph.D. dissertations, and World Bank reports intended for both layman and collegiate consumption
- Correcting grammatical errors and organizational issues
- Scheduling weekly stand-ups with clients to deliver project updates
- Ensuring consistency and integrity of authorial voice and intent

MEDIA DIRECTOR Sep 2013 – May 2015
Breathe

- Co-founded and served on executive council of university's first and only mental health maintenance club
- Reviewed literature and created flyers used for awareness campaigns
- Coordinated with other departments, student volunteers, and fellow council members to plan and host events