

# Isabel Hardy

Portfolio: [www.isabelhardy.com](http://www.isabelhardy.com)

I am a young professional looking to expand my experience in social media, content creation, and public relations. I am proactive, creative, and empathetic, and a hard worker with excellent communication, collaboration, and leadership skills.

## Skills

**Industry Skills:** Adobe Suite · Web design · Digital Photography · Microsoft Office Suite · Canva · Mailchimp · Stata

**Languages:** Spanish – bilingual · French – advanced

## Professional Experience

### **DC Public Charter School Board (DC PCSB)**

*Communications Coordinator | Nov 2022 - present*

Write blog posts, social content and newsletters · Create original graphics for use online · Help manage professional website · Record and report events via photos and written media.

### **United Nations High Commissioner for Refugees (UNHCR)**

*Global Social Media Intern | April - October 2022*

Assist the team with social monitoring and content management · Adapt colleagues' footage into video, including advertisements for social platforms such as Instagram and Tiktok · Produce Instagram carousels and posts for Twitter, Facebook and LinkedIn · Design graphics for use on multiple social accounts · Facilitate team planning and social strategy · Helped create, oversee and manage a social media campaign

### **Health Finance Institute**

*Communications Intern | June – Aug 2021 | Limited contractor basis Aug – Nov 2021*

Managed the nonprofit's Twitter and LinkedIn accounts · Created graphics for proposals, reports, and social media · Edited and managed their website, including assuring its ADA accessibility · Put together promotional videos · Helped edit their newsletter and blog posts · From August to November, I stayed on to complete a whiteboard-style video for their social media.

### **Crohn's & Colitis Foundation – New England Chapter**

*Special Events Intern | June – Aug 2020*

Researched grants and fundraising programs · Organized and managed data on Microsoft Excel to help secure funding through donations and major gifts · Facilitated planning for the chapter's largest fundraising event by proofreading copy and solicitation materials · Proposed and designed a feature video to be potentially used on social media.

### **United Nations Association of Greater Boston**

*Education Intern | June – Aug 2019*

Prepared educational materials for middle and high school students, including country profiles, problem statements, lesson plans, and lecture slides, with my own research and writing · Taught these materials in a summer classroom setting · Chaired Model UN simulations for beginner and advanced leveled groups · Oversaw the safety and well-being of the students, acting as a mentor and chaperone.

## Education

**The George Washington University | BA Journalism & Mass Communications | Aug 2018 - May 2022**

Cumulative GPA: 3.82. Course work: media law, journalism ethics, digital production, broadcast reporting. Minor in French Language & Culture.

## Leadership Experience

### **Speakers of the House (GW's Spoken Word Collective)**

*Director of Finance, Aug 2021 – May 2022 | President, Aug 2020 – May 2021 | Director of Public Relations, Aug 2019 – May 2020*

### **Alpha Delta Phi Society, Capital Chapter**

*Recording Secretary, Aug 2021 – May 2022 | Initiation Chair, Sep – Dec 2020 | Web Chair, Aug 2019 – May 2020*