

Isabel Hardy

Portfolio: 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

United Nations High Commissioner for Refugees (UNHCR)

Global Social Media Intern | April 2022 - present

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

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.

Walnut Park Montessori School

Substitute Teacher | May – Aug 2018; Jan 2019

Distributed hands-on educational materials • Planned creative educational games and crafts • Supervised the safety and well-being of preschool-aged students. • I am still on the substitute teacher contact list, to be contacted during my university break/availabilities.

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