

Cynthia Clemons

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Objective

As a creative and non-profit professional, my range of experiences include numerous client service-related work, both domestic and international, and I have both excelled and had positive experiences working in all of these realms. I'm currently looking to join an organization where I can leverage my interpersonal skills with my design-thinking to build and improve the way an organization functions within its community. References are available.

Non-Profit Experience

Project Renewal, Inc., New York, NY — Outreach Coordinator & Recruiter
2016 - 2017

- Liaised with external stakeholders, operations, and finance teams on project and client needs
- Communicated directly with clients around budget, timelines, process, and deliverables

Moving Picture Institute, New York, NY — Production Associate (2016)

- Pitched concepts and wrote comedic sketches for online content
- Facilitated writing room and table reads
- Supported cast and crew on field production shoots, in studio production and in control room
- Assembled footage from existing content
- Researched and pitched marketing content

ACLU, New York, NY — Donor Relations Coordinator (2015)

- Provided support to Director of the Donations office with data analysis, reporting, and daily operations of the Development Department
- Updated donations in gift log spreadsheet
- Drafted, wrote, and mailed letters to donors for higher-ups

Peace Corps, Simferopol, Ukraine — English Instructor and Grant Writer (2011 - 2014)

- Surveyed needs and developed successful strategies to improve educational development
- Designed and wrote grants for funding to improve local secondary school education for teachers of over 20 Crimean schools

Education

The University of Georgia, *English, B.A.*, 2011

Additional Experience

UX Designer & Researcher, New York, NY — Freelancer

2018 - Present

- Write project scopes based on project requirements, client requirements, project plans, and larger executional contexts
- Communicate directly with clients around budget, timelines, process, and deliverables

LISMA Language Center, New York, NY — Business English Instructor

2018 - 2019

- Provided mentorship by empowering students and interns to uncover roadblocks and develop strategies for professional success in the U.S.
- Marketed creative, social and digital content, and events

New York Language Center, New York, NY — English Instructor

2017 - 2018

- Designed 2-hour English lessons for second-language learners to read, write, and speak English
- Prepared student-specific activities for students to apply English in real life contexts
- Guided international students towards improved comfort with conversational English
- Performed administrative duties as necessary

Moment Designs, New York, NY — Employee Experience Manager

2014

- Designed 2-hour English lessons for second-language learners to read, write, and speak English

Languages

English - native speaker
Russian - Intermediate