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## CONTACT

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[Portfolio](#)

## EDUCATION

### BACHELOR OF COMMUNICATIONS

**Monmouth University**

2018 - 2022

### GRADUATE

**Colts Neck High School**

2014 - 2018

## SKILLS

Time management, Communication, Organization, Multitasking, Problem solving, Customer service, Technical proficiency, Attention to detail, Fast learner, Microsoft 365, Adobe Lightroom & Photoshop, Canva, Tezza, Flickr, Vimeo, Jonus Club, MembersFirst, SevenRooms, Pacesetter, Monday.com

Self-motivated and dynamic individual with outstanding customer service skills, excellent multi-tasking abilities, and a sharp focus on quality. Developed a strong sense of discipline, work ethic, and dedication as a proven brand ambassador. Looking to assist a company in achieving their objectives by leveraging a knowledge and passion for communication, digital marketing, and public relations.

## REFERENCES

Provided upon request

## WORK EXPERIENCE

### NAVESINK COUNTRY CLUB

#### Marketing Assistant

2/2024 - PRESENT

- Led all aspects of marketing, communications, and digital content management for the club, including designing signage, managing weekly updates, maintaining the website through backend coding, creating flyers and marketing materials with Canva and Adobe Creative Suite, coordinating workflows via Monday.com, capturing and editing visual content with Canon EOS, utilizing platforms like Flickr and LinkedIn for recaps and promotions, marketing private events, fostering a hospitality-focused communication environment, managing digital golf tournament results, and executing multi-channel campaigns to enhance the club's presence and member engagement.

### BAY HEAD YACHT CLUB

#### MEMBER RELATIONS COORDINATOR

6/2023 - 1/2024

- Manage communication needs for new \$5M renovation area including, but not limited to, capturing all club events on Canon EOS Rebel SL3, blogging, editing and posting event recaps on club website, ensuring utmost high-end service for club members, handling member requests and attend industry conferences.

### BAY HEAD YACHT CLUB

#### RACQUETS & COMMUNICATIONS COORDINATOR

3/2023 - 6/2023

- Work alongside Racquets & Communications Director to manage all communication for matches, events, and leagues including maintaining full control of the booking application.

### BAY HEAD YACHT CLUB

#### COMMUNICATIONS ASSISTANT

6/2022 - 3/2023

- Assist Communications Director with club social media channels, website, and hard copies of various club information including yearly project boards. Capture all club events on Canon EOS Rebel SL3 following with edits and posting.

**FREELANCE WORK DISCUSSED AS NEEDED**