

Reid Carter

Writing, Editing, and Social Media Management

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EXPERIENCE

Carnegie Museum of Natural History – Pittsburgh, PA *Advancement and Community Engagement Assistant*

May 2016 - PRESENT

- Provided administrative and writing support for the fundraising team.
- Wrote and edited grant reports and applications, donation acknowledgements, and meeting minutes.
- Communicated with multiple departments to develop plans for events, exhibit openings, and fundraising campaigns.

90.5 WESA, NPR News & Talk – Pittsburgh, PA *Programming, Essential Pittsburgh & Web Content Fellow*

April 2013 - May 2015

- Pitched, wrote, and copy-edited stories for online distribution.
- Worked with “Essential Pittsburgh” producers to craft content for a live radio talk show.
- Developed social media strategies and planned campaigns on Twitter and Facebook via Hootsuite.
- Prepared reports on site traffic and listener engagement to optimize the station’s content and programming decisions.

Steeltown Entertainment Project – Pittsburgh, PA *Production Intern*

January 2015 - May 2015

- Assisted the Production Manager at a busy Pittsburgh production company and industry pipeline.
- Edited video and audio files for pitch meetings, community presentations, and screenings.
- Managed the organization of company files and storage facilities.
- Performed on-site production and camera work at company events.

EDUCATION

University of Pittsburgh, Pittsburgh, PA — B.A. in English *Writing, Sociology, and Film Studies*

August 2011 - April 2015

Graduated magna cum laude with coursework focusing on writing, communication, and the modern media landscape.

SKILLS

Typing speed: 95 WPM

Strong oral and written communication.

Excels in deadline-based work environment.

Familiar with a wide variety of social media platforms.

Comfortable collaborating with team members and working alone.

Familiar with Microsoft Office, Google Analytics, Google AdWords, and MailChimp.

AWARDS

Interlochen High Achievement Award, Fiction

Award presented by Fiction Writing faculty at Interlochen Center for the Arts.

Berkeley Fiction Review Sudden Fiction Contest – 2nd Prize

1st runner-up in the short fiction contest held by the University of California - Berkeley’s short fiction magazine.