

Brian C. Klotz

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EDUCATION

University of Massachusetts Dartmouth Dartmouth, MA	Master of Arts in Professional Writing GPA: 4.0/4.0	2013
University of Rhode Island Kingston, RI	Bachelor of Arts in English Minor: Classical Languages Graduated Cum Laude	2009

WORK EXPERIENCE

MAB Community Services Brookline, MA	Marketing Coordinator Coordinate marketing, communications, and PR for MAB Community Services and all its programs, including the Massachusetts Association for the Blind and Visually Impaired (MABVI) , Ivy Street School , and Adult Disability Services , as well as MABVI's Team With A Vision Boston Marathon fundraising team and United in Stride , a site launched by MABVI in April '15 to connect sighted guides with visually impaired runners. - Write, design, and distribute all Constant Contact communication, including newsletters - Administer several active social media channels, including Facebook, Twitter, and YouTube accounts for all programs - Manage and updated program websites on Joomla and WordPress - Execute press outreach, including writing press releases and engaging with media outlets - Curate MABVI's Insight blog, writing as well as arranging and editing guest bloggers - Manage all photo and media libraries, including taking and editing photographs and video	Sep 2014 - Present
Curry College Plymouth, MA	Professional Writing Specialist, Academic Enrichment Center - Tutored students of varying levels on planning, writing, and revising academic papers	Nov 2013 – Jan 2014
Center for University, School and Community Partnerships (CUSP) Fairhaven, MA	Graduate Assistant - Wrote and designed marketing and communications collateral, such as newsletters, press releases, and presentations - Researched and wrote grant proposal for teacher professional development program	Aug 2012- June 2013
University of Massachusetts Dartmouth Dartmouth, MA	Graduate Assistant, Writing and Reading Center - Supervised and trained tutors and reception staff - Created user guide for the TutorTrac web application - Facilitated workshops on writing/grammar-related issues for staff and students - Organized a marketing initiative in which tutors visited classrooms to advertise the Center	Aug 2011- May 2012
Boston Biomedical Associates Northborough, MA	Administrative Assistant (Contract), Clinical Department - Maintained company's physical and electronic filing system - Prepared meeting materials for Clinical Department staff	Jan - July 2011

TECHNOLOGY

Adobe InDesign, Illustrator, and Flash Professional; Joomla; WordPress; Constant Contact; Google AdWords; Microsoft Office; intermediate HTML

RELEVANT AWARDS AND ACHIEVEMENTS

Published feature article in <i>The New Bedford Standard-Times</i>	Feb 2012
Full Scholarship, Ocean State Summer Writing Conference	June 2010
University of Rhode Island Centennial Scholarship	2005-2009