

Brian C. Klotz
briancklotz.com

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

Brandeis University Waltham, MA	Communications Specialist This is a split position between the Donor Relations and Advancement Communications departments within the Institutional Advancement division. -Write and edit stewardship reports, acknowledgement letters, condolences and other high-level correspondence to a portfolio of major donors and prospects for the signature of the university president and the senior vice president of Institutional Advancement -Write news stories, alumni features and donor profiles for university websites and print publications, including Brandeis Magazine -Manage alumni social media accounts, including Twitter, Facebook and Instagram -Create monthly "LouieNews" e-newsletters sent to all alumni -Maintain alumni website via Cascade CMS, posting and updating content as needed -Edit all emails sent to alumni and other constituencies from Institutional Advancement, ensuring they conform to AP style and university messaging -Write other communications as needed, including memorial resolutions for Board of Trustee meetings and remarks for the provost at receptions honoring faculty chair recipients	Sept. 2016- Present
MAB Community Services Brookline, MA	Marketing Coordinator Coordinated 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. -Wrote, designed and distributed all mass communication, including newsletters, via Constant Contact -Administered several active social media accounts, including Facebook, Twitter and YouTube - Managed and updated program websites on Joomla and Wordpress	Sept. 2014- Sept. 2016

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- Executed press outreach, including writing press releases and engaging with media outlets
- Curated MABVI's Insight blog, writing as well as arranging and editing guest bloggers
- Maintained all photo and media libraries

Curry College
Plymouth, MA

Professional Writing Specialist, Academic Enrichment Center
-Tutored students of varying skill levels on planning, writing and revising academic papers

Nov. 2013-
Jan. 2014

**Center for University,
School and Community
Partnerships**
Fairhaven, MA

Graduate Assistant
-Wrote and designed marketing and communications collateral, including 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 using InDesign
-Facilitated workshops on writing/grammar-related issues for staff and students
-Organized a marketing initiative in which tutors visited classrooms to advertise the Center's services

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
-Performed other administrative tasks as needed

Jan.-July
2011

TECHNOLOGY

- Cascade CMS
- Adobe InDesign
- Joomla
- Wordpress
- Constant Contact
- Millennium
- iModules
- Microsoft Office
- intermediate HTML

**RELEVANT AWARDS AND
ACHIEVEMENTS**

Inaugural "Employee of the Quarter" award winner,
Brandeis Institutional Advancement

March 2018

Full Scholarship, Ocean State Summer Writing Conference

June 2010

University of Rhode Island Centennial Scholarship

2005-2009