

# CIARA FREEMAN

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## EDUCATION

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<b>New York University</b> <i>Master of Public Health Degree, Global Public Health</i>	<b>New York, NY</b> May 2022
<b>Loyola Marymount University</b> <i>Bachelor of Arts Degree, Communication Studies; Journalism minor</i> <i>Study Abroad; Rome, Italy</i>	<b>Los Angeles, CA</b> May 2020

## PROFESSIONAL EXPERIENCE

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<b>POV Agency</b> <i>Associate Communications Strategist</i>	<b>Los Angeles, CA</b> 2022 - 2023
<ul style="list-style-type: none"><li>Act as project manager for campaign-specific directives.</li><li>Conduct targeted media strategy development, negotiation and partnership research, as well as media outreach and pitching support on behalf of POV clients.</li><li>Facilitate account admin including: foster media relationships, compile media lists, schedule meetings and create agendas/recaps, media monitor and maintain clip coverage grids, and update coverage reports.</li></ul>	
<b>The Federal Emergency Management Agency (FEMA)</b> <i>National Preparedness Intern</i>	<b>New York, NY</b> 2021 – 2021
<ul style="list-style-type: none"><li>Provided assistance to the Preparedness Manager when planning for the implementation of cyber security training projects, exercises and credentialing plans throughout the region.</li><li>Developed a Region II preparedness communications plan for staff, such as the family support policy that incorporates family relocation in a catastrophic event.</li><li>Created media campaigns to bring awareness to hurricane season for preparedness month.</li></ul>	
<b>New York University, GPH Office of Student Affairs</b> <i>Career &amp; Alumni Graduate Specialist</i>	<b>New York, NY</b> 2020 – 2021
<ul style="list-style-type: none"><li>Researched industry-based job and internship opportunities.</li><li>Supported the planning and marketing of Career &amp; Alumni events (e.g., fairs, panels, and workshops).</li><li>Assisted with data collection and maintained an updated database of employers &amp; alumni.</li><li>Moderated discussions, panels, and interviews on camera and via Zoom platform.</li></ul>	
<b>The Community Literature Initiative</b> <i>Administrative Manager</i>	<b>Los Angeles, CA</b> 2020 – 2020
<ul style="list-style-type: none"><li>Developed project plans for the literature initiative through analysis to support the completion of various projects.</li><li>Planned, scheduled, and promoted CLI events including meetings, interviews, orientations, and training sessions.</li><li>Supervised day-to-day operations of the administrative department, staff members, and volunteers.</li><li>Hired, trained, and evaluated employee's performance through the Asana application, taking corrective action when necessary.</li></ul>	

## SKILLS & LANGUAGES

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**Technical skills:** Microsoft Office (Outlook, Excel, Word, PowerPoint), digital and social media (Facebook, Instagram, Twitter, LinkedIn), Cision, Canva, basic Adobe Photoshop, graphic design, customer service

**Languages:** Spanish (professional working proficiency), Russian (limited working proficiency), Italian (basic proficiency)

## HONORS & AWARDS

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Study abroad student, 2019; Dean's List, 2017; National Gates Millennium Scholarship, 2016; U.S. Dept. of State Scholarship to study Russian overseas (NSLI-Y), 2015; Former U.S. President Barack Obama's Award for Educational Excellence, 2012