

Erin Post

WRITER, EDITOR, PROJECT MANAGER

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WORK EXPERIENCE

MANAGING EDITOR, SENIOR WRITER | UNIVERSITY OF VERMONT LARNER COLLEGE OF MEDICINE | 2012 - PRESENT

- Managing editor for *Vermont Medicine*, the College of Medicine's alumni magazine. Consistent track record of delivering three high quality issues per year on time and on budget.
- Write at least one feature story per issue on a wide range of topics including medical education initiatives, medical research, and donor stories.
- Conceive and execute *Vermont Medicine's* digital presence. Track performance against KPIs.
- Project manager, writer and editor for UVM Children's Hospital annual report, UVM Medical Center philanthropy report, and the college's medical education and global health reports.
- Editor for the student blog hosted on Wordpress. Edit and proofread pieces. Track and report how posts perform against KPIs.
- Co-led efforts to develop the college's social media strategy and presence. Created content, including photography and short videos. Produced monthly analytics report for leadership.
- Team lead for communications and marketing strategy. Work with a team of eight to design and implement integrated communications campaigns for major college events and initiatives .

FREELANCE WRITER AND EDITOR | INDEPENDENT PEDIATRICIAN | 2015-PRESENT

- Write 2,200 word feature stories and 600-800 word blog posts, adhering to company style guide and monthly deadlines.
- Hired for special project to edit all articles on website for adherence to the Associated Press Stylebook.

**COMMUNICATIONS PROFESSIONAL | UNIVERSITY OF VERMONT
COLLEGE OF NURSING AND HEALTH SCIENCES | 2010-2012**

- Developed and implemented digital content strategy for key areas including academic programs targeting prospective students. Managed the college's website.
- Developed and implemented the college's social media strategy, serving as key driver of content and outcomes measurement.
- Served as advisor for first-year college students.
- Coordinated all major college events, including Commencement and Honors Night ceremonies

**WEB WRITER/CONTENT DEVELOPER | GREEN MOUNTAIN
COLLEGE | 2008-2010**

- Managed the college's website via content management system, contributed to marketing strategy for prospective students and alumni.
- Shot, edited and produced short videos using Adobe Premiere Pro.
- Wrote and edited feature stories for college website and alumni bulletin.
- Wrote, edited and proofread content for college publications including the alumni bulletin and weekly e-newsletter. Required familiarity with Chicago Manual of Style.

REPORTER AND EDITOR | VALLEY REPORTER | 2006-2008

- Wrote five to eight stories per week for weekly newspaper.
- Developed relationships with key leaders and elected officials. Praised for balanced and nuanced reporting on local issues.
- Edited and proofread each newspaper issue.
- Photography as assigned.

REPORTER AND EDITOR | MALONE TELEGRAM | 2001-2005

- Wrote two to three stories per day for daily newspaper.
- Developed relationships with school officials and elected leaders over time to effectively report on challenging local issues ranging from school budget decisions to crime to regional environmental concerns.
- Contributed to editorial strategy decisions.
- Photography as assigned.

EDUCATION

UNIVERSITY OF VERMONT | 2017-2019

Master's Degree in Public Health

- 42-credit program that focuses on public policy, research, and population health sciences. Course topics include environmental health, food systems and public health, global public health, and public health ethics.

UNIVERSITY OF VERMONT | 2014-2016

Master's Degree in Education

- 36-credit program that included a thesis project in the Scholarly Personal Narrative form. Course topics include the philosophy of education and research in the digital age.

SALT INSTITUTE FOR DOCUMENTARY STUDIES | 2005

One semester program in documentary writing. Produced a 5,500 word documentary writing project in collaboration with a student photographer.

HAMILTON COLLEGE | 1997-2001

Bachelor's Degree in English

- Graduated with honors. Named to Phi Beta Kappa Honor Society. Recipient of the George Watrous Prize for Poetry and the Academy of American Poets University and College Prize.

SKILLS AND VOLUNTEER EXPERIENCE

- Served for two and a half years (2017-2020) as managing editor for *Mud Season Review*, an international literary journal based in Burlington, VT. Led a staff of 20 volunteers, designed and created each issue in Wordpress, led and executed the journal's social media strategy, created email marketing campaigns using MailChimp and Mailerlite.
- One of three judges for 2018 and 2019 Council for the Advancement and Support of Education (CASE) District 1 Excellence in Writing Awards.
- Received professional certificate in project management essentials through UVM Continuing Education.
- Completed 20-hour digital photography course.
- Completed HTML5/CSS 3 course through GirlDevelopIt Burlington.