

DARLA D HANCOCK

Communications & Networking Professional

PERSONAL CONTACT INFO

darladhancock@gmail.com

☎ 804-888-5740

RESUME SUMMARY

I am a detailed-oriented and passionate communicator who thrives when supporting peers, building community, and organizing anything. I am a loyal and dependable team member who appreciates deadlines and thrives when creating digital communications, procedures, and administrative tasks.

PROFESSIONAL EXPERIENCE

PRESENT-2013 | DIGITAL COMMUNICATIONS

- Strategic wordsmith and storytelling for social media, email marketing and websites
- Strategic branded and simple aesthetic graphics for social media, email marketing and websites
- Public relations and marketing
- Monitor existing processes and develop a cumulation of effective and efficient procedures
- Research, writing and blogging
- Research, collect and create website content
- Research and implement strategic content for social media campaigns
- Build online community , brand-awareness and online leadership
- Organize filing systems and maintain records
- Purchase and manage supplies and office equipment
- Event planning and public relationship manager
- Maintain internal and marketing databases
- Consultant and social media mentor
- Maintain office, event and space calendar
- Customer service
- Train and manage staff, interns and work study students
- Maintain marketing and office budgets
- Accounts payable and receivable
- Human resource responsibilities
- Basic HTML
- Personal organizer duties

Self-Employed

International CHRIE

Nilsen Eye Care

Richmond Executive Aviation

Courthouse Road Church

Jefferson Davis Highway Association

BizWorks Enterprise Center

Come To Order Organizing Services

The Organizing Tutor

2013-1998 | EDUCATOR IN THE ARTS

- Teach art, music, movement, library, acting and stagecraft
- Write curriculum and prepared classroom lessons
- Assign earned grades

- On-going communication with administration, faculty, parents and students
- Utilize and maintain budgets
- Assist with accreditation process
- Direct theater productions, concerts, off-campus trips and PR events
- Attend teacher meetings and in-service sessions

Guardian Christian Academy
Charles County Public Schools
Grace Lutheran School
Mount Vernon Nazarene University
The Jesuit HS of Tampa
Seminole Presbyterian MS & HS

2003-1997 | RETAIL, MORTGAGE & ADMIN

- Graphic design for print advertising
- Assist with compiling documentation
- Fundraising and event planning
- Sales
- Develop film
- Tour guide
- Basic administrative duties

Countrywide Home Loans
Alliance Funding
A Women's Place, Inc.
LM Berry Company
CPI Corporation
A Christian Ministry in the National Parks
Olivet Nazarene University
Sanilac County Historical Society

PERSONAL CHARACTERISTICS

Adaptable, Encourager, Integrator, Learner, Motivated, Positive, Teacher, Trainer

PROFESSIONAL SKILLS

Communication, Connecting, Hospitalbe, Organization, Project Management, Researcher, Resourceful

SOFTWARE EXPERIENCE

Canva, Social Media Platforms, HootSuite, MailChimp, Google Business, Microsoft 365, WordPress, Constant Contact, Campaign Cloud, Wix, GoDaddy, Blogger, MemberClicks, Quickbooks, SEO, Analytics, Zoho

PROFESSIONAL MEMBERSHIPS

North American Saxophone Alliance, HSMAI, AMA, DMI

EDUCATION

B.S. Art, Commercial Graphics, *Olivet Nazarene University*
 B.S. Music, Classical Saxophone, *Olivet Nazarene University*
 General Diploma, *Deckerville Community High School*