

ADAM KELLY

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I am a communications professional seeking a new opportunity. My experience has allowed me to develop a skillset that makes me proficient and adaptable in many work environments. I face new challenges head-on, as they continue to provide me with opportunities to grow.

EXPERIENCE

JULY 2019 – PRESENT

CHIEF OF STAFF, STATE REPRESENTATIVE BRANDON MARKOSEK

- *Constituent Service Advisor from July 2019 – September 2019 while training for position
- Attend and speak at events on Rep. Markosek's behalf
- Manage district office in Monroeville, along with four-person staff
- Assist municipalities in the district apply for state grant funding, including writing letters of support in advocacy of those funds, millions in grant dollars awarded to district since 2019
- Responsible for scheduling meetings and keeping Rep. Markosek's calendar up to date
- Organize legislative outreach events in the district

MAY 2018 – NOVEMBER 2018

CAMPAIGN MANAGER, BRANDON MARKOSEK FOR STATE REPRESENTATIVE

- Supervised a successful campaign that resulted in Brandon Markosek earning a seat in the Pennsylvania State Legislature representing the 25th Legislative District of PA
- Campaign team canvassed 14,000 constituents in the district
- Coordinated with volunteers to assist with the campaign
- Spread messaging through social media and other digital communication

MAY 2016 – AUGUST 2017

TALENT ACQUISITION SCHEDULER, HIGHMARK HEALTH

- Coordinated with recruiters, hiring managers and candidates to schedule times, dates, and locations for interviews that accommodate all parties.
- Assisted United Concordia Dental employees in obtaining Department of Defense Trustworthiness Determination Security Clearance (SF86)
- Responded to frequent candidate inquiries via Salesforce business platform
- Helped Campus Recruiting Program Manager revamp Highmark's internship events.
- Constantly worked to improve day-to-day processes and communication.

JUNE 2015 – AUGUST 2015

PUBLIC RELATIONS INTERN, LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE

- Assisted in the writing of articles for Internal Communications: student, doctor and program bios to appear in LECOM Connection internal magazine.
- Proofread work completed within the communications department.

JUNE 2014 – AUGUST 2014

MARKETING & COMMUNICATIONS INTERN, HM INSURANCE GROUP

- Responsible for internal communication on a day-to-day basis and external focused communication on long-term projects.
- Worked on weekly announcements (HMTV Powerpoint) and the employee newsfeed (HM Source - Newsline),
- Accounted for and analyzed competitor advertising in print media.
- Helped reconstruct sales office web pages through coordination with sales offices throughout the country.
- Learned the basics of HMIG's corporate marketing strategy.

MAY 2013 – AUGUST 2013

WRITING INTERN, ERIE READER

- Wrote weekly columns
- Filled out website calendar with events in and around the Erie area and handed out newspapers at these events.
- Helped this local bi-weekly newspaper grow its readership through promotion at these events and social media posts linked to my own articles.

EDUCATION

MAY 2019

M.A. CORPORATE COMMUNICATIONS, DUQUESNE UNIVERSITY

Earned Tuition Scholarship for Excellence in Academic Performance, gained a proficient understanding of IMC, marketing strategies, public relations, communication ethics, community relations & corporate social responsibility (CSR), advocacy, and financial foundations

MAY 2015

B.A. MULTIPLATFORM JOURNALISM + B.A. HISTORY, DUQUESNE UNIVERSITY

Co-Chair of Duquesne's Art/Art History, contributing writer for *The Duquesne Duke* student newspaper, learned valuable communication tools in the following courses: New Media Production, Media Ethics, Media Law, Magazine Journalism, Writing for Advertising/Copywriting.

SKILLS

- MS Office
- Digital Photography
- Adobe Suite (Photoshop, Lightroom, Premiere)
- Organizational Management
- Human Resources
- Customer Service
- Volunteer Organizing
- Business Platforms (Salesforce, SharePoint, Workday, TeamSite)
- Community Relations/Outreach
- Web Posting (WordPress, Wix, Social Media)
- Marketing Strategy
- Integrated Marketing Communication
- Copywriting/Copy Editing
- Fundraising/Proposal Writing
- Reporting
- Researching
- SF86 Trustworthiness Interim Security Clearance (2017)