

# Danielle Evans

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**About me:** Having spent the last ten years learning to integrate within another culture and forging a career in a highly competitive region in the UK, I have just returned to the US to settle on a permanent basis. Living a 'normal' life in a foreign country has been a learning experience and it has proved to me that I am capable of adapting to a new environment and that I can handle a steep learning curve! A few highlights of my career thus far include project managing several print documents, organizing events in stately homes for 85+ attendees, designing several logos and starting an arts charity which embeds artwork in public spaces utilizing input from local communities. During my free time, I enjoy reading, digital photography and travelling.

**Technical Skills:** I am computer literate and familiar with the Microsoft Office suite, Adobe Photoshop and Acrobat and basic web design. I am comfortable using both Apple and PC computers and have experience with the most up to date PC operating systems. I have been building up my desktop publishing and photo-editing skills using MS Publisher and open source program GIMP. I have also learned how to utilize Inkscape for graphic design. During my time at my last organization, I developed an online profile using e-newsletters, Twitter and a website which I was responsible for maintaining. I have used online communications systems Create/Send and MailChimp to issue newsletters. Most recently, I have started teaching myself CSS and have updated my HTML skills.

## Employment

*Office Manager/Communications Head (January 2009-May 2011)*

*South West Hampshire LIFT/The Cornerstone Arts Foundation (SWH LIFT)/(TCAF)*

*Southampton, UK ([www.swhantslift.co.uk](http://www.swhantslift.co.uk))*

At my last position, I worked for SWH LIFT while being seconded to TCAF. I designed marketing materials for both organizations, assembled press packs and managed the SWH LIFT website and Twitter account. I wrote copy for the website, stories for the e-newsletter and case studies regarding completed projects. I also designed logos and other graphics for SWH LIFT, TCAF and other organizations that were affiliated with SWH LIFT. In terms of TCAF, I oversaw every aspect of the foundation from commissioning artists to organizing board meetings and community workshops. I successfully project-managed four art commissions from start to finish, which included advertising commissions, shortlisting artists, awarding contracts, supervising the community engagement and design period and organizing the installation of the finished artworks. I wrote applications for art funding and entered both SWH LIFT and TCAF projects into competitions. I was also responsible for TCAF's charity application which led to it being awarded charity status as of August 2010. The Office Manager aspect of my job meant that I also coordinated the General Manager's schedule, arranged SWH LIFT Board meetings, took minutes and kept the office running smoothly.

*Relationships & Communications Co-ordinator (August 2006-January 2009)*

*Hampshire Economic Partnership*

*Southampton, UK ([www.hep.uk.com](http://www.hep.uk.com))*

There were many different facets to my role at HEP and thus I had a wide breadth of responsibilities. I frequently completed desktop publishing tasks for events and conferences. I also dealt with two creative design companies and eight task groups to produce various publications and an e-newsletter which went out every 6-8 weeks. I contributed articles and photographs to the e-newsletter, the HEP website and other print documents. I did some desk research and provided admin support to six of the task groups, organizing events and meetings on their behalf. I successfully project-managed four major events and five printed documents.

## Employment continued

*PR Account Executive (April 2006-July 2006)*

*MCC International*

*Kings Worthy, UK (www.mccint.com)*

My duties included writing press releases and case studies, doing searches for clippings, liaising with clients regarding their PR needs, pitching our team's accounts for editorial opportunities, and creating Excel documents to chart the progress of our activities for our clients.

*Ad Copy Controller (August 2005-February 2006)*

*Highbury Entertainment (Now Imagine Publishing)*

*Bournemouth, UK (www.imagine-publishing.co.uk)*

My duties included contacting clients with sizes and specifications for copy, checking copy for errors, working with designers when clients request new copy to be made, and liaising with editorial in placing ads on editorial pages. I also collaborated with sales people regarding special instructions from clients and often worked with them to solve client queries.

*Radio Skills Developer (July 2004-Sept 2004)*

*Radio XL*

*Bournemouth, UK*

I spent two months on a project training young people various radio skills and supervising them during their four weeks of FM broadcast. I taught them presentation skills, as well as link content and delivery. I also helped them become familiar with a sound desk, automated broadcasting software (OAS), and all the other equipment needed to operate a radio station. As they became more proficient, I was there for advice and to offer them suggestions to keep their shows progressing.

*Announcer (Jan 2001-Jun 2001/Nov 2003-March 2004)*

*Northern Plains Radio*

*Williston, ND USA (www.keyzradio.com)*

I worked for a network of three radio stations. My duties included coordinating sporting events from the studio; recording broadcasts to be played on automated service, live announcing, and running pre-recorded materials off the reel-to-reel, cassette, CD, and digital computer recordings. During my second time with this company, I learned how to run a live phone-in show and how to voice and record commercials into the system.

## Education

**Bournemouth University (Sep 2002-Sep 2003)**

**MA Radio Production**

**Montana State University-Billings (Jan 1999-Dec 2000)**

**BA Organisational Communications**

Graduated Magna Cum Laude

**Williston High School (August 1993-May 1997)**

**High School Diploma**

Graduated in Honours Group

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