

Erin Rowley

• 2334 E. Hazzard St., Philadelphia, PA 19125 • Cell: 610-743-0942 • erinmarierowley@gmail.com • Website: erinmarierowley.com

Key Qualifications and Skills

- Strong communications skills: copyediting, proofreading, writing, fact-checking, editing medical content, using AMA style
- Enthusiastic, organized, dependable, deadline-driven, detail-oriented, self-motivated, hard-working, skilled at multitasking
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook; Adobe Acrobat • Experienced in developing print and digital content

Experience

- **Writer and Content Coordinator – Living Beyond Breast Cancer** Bala Cynwyd, PA June 2014-Present

I plan, manage, write and edit brochures, print newsletters, blog posts and online news stories for LBBC, a national nonprofit that helps people diagnosed with breast cancer, and their caregivers and loved ones, by connecting them with accurate, helpful information and a community of support. I take technical medical information and make it easier for laypeople to understand. I also ensure that all content is of high quality, grammatically correct and that it adheres to LBBC's style and brand guidelines.

- **Freelance Writer – Centre Foundation, Town & Gown, Region's Business** State College/Philadelphia, PA Ongoing

I have researched and written pieces for Centre Foundation and Town & Gown magazine, in State College; and Region's Business magazine, in Philadelphia.

- **Publication Assistant – Hibu** King of Prussia, PA April 2013-May 2014

I planned, researched and wrote original content and solicited community contributions for multiple 30-page, monthly magazines across the country. I edited and laid out stories and was tasked with "chaos" work that had to be completed very quickly.

- **Program Assistant – Centre Foundation** State College, PA April 2011-April 2013

I oversaw all aspects of the foundation's communications strategy. My responsibilities included creating press releases and printed materials, planning and staffing events, liaising with the public and other professionals, looking over grant applications, performing administrative duties and handling the foundation's social media, bringing 11 times more fans to its Facebook page than were there before my tenure. I spearheaded a new event called Centre Gives, which raised more than \$415,000 for local nonprofits in its first year.

- **Internships** State College, PA 2009-2011

During college, I had internships at different nonprofits in State College, including Smart Start Centre County, Penn State Public Broadcasting (WPSU) and the State College Area School District. At these organizations, I planned, promoted and staffed events, wrote text for press releases and other promotional materials, and spoke at large public events.

- **Reporter/Editor/Blogger/Columnist – The Daily Collegian** State College, PA September 2007-May 2011

As a reporter, study abroad blogger, columnist, copyeditor and arts magazine editor, I pitched, wrote, fact checked, edited and posted hundreds of stories. I also designed pages, managed staff members and was on the board of editors and board of opinions.

Education

The Pennsylvania State University **University Park, PA** **May 2011**

Bachelor of Arts degrees in journalism and history, minors in Russian and international studies