

ANGIE CHATMAN

Boston, Massachusetts

angie.williams@alum.mit.edu | 515.229.4945 | www.linkedin.com/in/angiecwriter

Writer | Editor | Storyteller

A published writer with a superior ability to translate complex concepts and information into streamlined and memorable phrases. A marketing professional who creates compelling narratives, which connect to readers, generating an emotional response and motivating a desired action. A communications professional with extensive experience developing strategic communications plans, and producing captivating advertising copy. A successful relationship manager and fundraiser. A team player who delivers results on-time and under budget.

EXPERIENCE

AngieCWriter 2019-present
Freelance Writer/Editor Write essays, stories, blog posts, Q&A, and newsletters for publications and organizations. Emphasis on business, technology, education and race/social justice issues. Clients include: *Business Insider* online, *MassMouth.org*, *From Day One* and the *National Business Education Association*.

THE CHESTNUT HILL SCHOOL Chestnut Hill, MA 2016-2019
Director of Communications Wrote copy for and managed production of all school publications including the school magazine *Hill Happenings*. Wrote, posted updates to School website and social media platforms to facilitate SEO, SEM, CTR, and crawling; evaluated effectiveness using Google Analytics and other metrics. Developed text for solicitation proposals, prospect briefings, appeal letters, and other donor communications. Managed paid media placements and collateral design for the CHS brand, as well as Admissions Office, Summer Camp and School of Music programs, ensuring editorial and graphic standards and brand integrity. Drafted correspondence, speeches, and talking points for the Head of School and Board members. Provided crisis communications support. Planned and coordinated fundraising events.

COVENANT PREPARATORY SCHOOL Hartford, CT 2014- 2016
Director, Communications and Development Developed the strategic plan for all external communications and public relations, aligning with the school's mission and vision, and ensuring the school's positive reputation in the community. Managed the school's communications effort on all media platforms including social networks, print, direct mail and other collateral. Wrote articles, produced videos, and coordinated photography and web design updates. Grew the school's donor base and built a network of constituencies throughout the greater Hartford region. Planned and coordinated volunteer teams providing assistance at fundraising events.

UNIVERSITY OF HARTFORD Bloomfield, CT 2013- 2016
Adjunct Instructor, Rhetoric & Professional Writing Taught courses as assigned in a classroom setting. Developed lesson plans and course syllabi according to an approved curriculum and program objectives. Evaluated students based on portfolio assessments. Utilized electronic media such as Blackboard, video and audio teaching tools.

TUNXIS COMMUNITY COLLEGE Farmington, CT 2013-2016
Adjunct Instructor, Introductory Composition I and II Developed course syllabi and taught lesson plans, which met program objectives. Evaluated students based on portfolio assessments. Utilized electronic media delivery tools Blackboard, video and audio.

DES MOINES AREA COMMUNITY COLLEGE Des Moines, IA 2009-2012
Adjunct Instructor, Introductory Composition I and II Taught writing composition to a diverse student community including ESL, nontraditional, and adult learners in a classroom setting. Developed lesson plans and course syllabi according to an approved curriculum and program objectives. Advised and encouraged students to participate in all aspects of the education process.

SIMPSON COLLEGE Indianola, IA 2006-2008
Adjunct Instructor Taught business management classes as assigned to traditional and non-traditional students incorporating WebCT content as required.

THE INTEGER GROUP – MIDWEST Des Moines, IA 2005- 2006
Senior Account Executive Clients: Hoover International; Jade, a high-end luxury appliance division of Maytag, Wolfe Eye Clinic, a firm of eye care doctors and surgeons; and ICM, a designer and builder of Ethanol manufacturing plants, with a combined total billing of \$500,000. Coordinated billing, purchase orders, job estimates, contracts, and invoicing. Wrote and presented creative briefs, marketing plans, and budgets. Managed and developed account coordinators, assistant account executives, and account executives.

KEILER & COMPANY ADVERTISING AGENCY Farmington, CT 2004
Account Manager Handled the customer service effort for six divisions of Lockheed Martin, a high volume, media intensive account. Ensured timely, efficient and cost effective workflow. Reviewed, analyzed and evaluated media plans, creative output, and competitive research reports related to the client's business. Managed and developed the assistant account manager.

US DEPARTMENT OF COMMERCE, Abidjan, Côte d'Ivoire, West Africa 1998 – 2000
Consultant Wrote white papers, reports, speeches, newsletter articles, presentations and advisories to inform US government and business communities about the activities of the AfDB. Researched and published market sector and country specific economic information. Traveled extensively throughout the US and the African Continent to present data and encourage participation in projects financed by the African Development Bank (AfDB). US involvement increased by \$750,000 in exports compared to the previous year.

EDUCATION

QUEENS UNIVERSITY, Charlotte, NC
MIT - SLOAN, Cambridge, MA
IIT, ARMOUR COLLEGE OF ENGINEERING, Chicago, IL

MFA, Creative Writing
SM, Microeconomics/Organization Studies
BS, Electrical Engineering