

Ashley Lee



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EXPERIENCE

11/2020 - Current	MNS Engineers Senior Marketing Coordinator <ul style="list-style-type: none">• Writing proposals and statements of qualifications for Requests for Proposals/Qualifications from various public agencies for design engineering, construction management, and land surveying• Maintaining project sheets and resumes, and updating as-needed• Editing other team members' proposals
8/2019 - 9/2020	Gold Crest, LLC Marketing Content & Communications Manager <ul style="list-style-type: none">• Producing content for the LUX LED Lighting and Mighty Bright brands• Managing communications, graphic design, trade shows, and vendors• Supporting product launches with collateral and PR
9/2016 - 8/2019	Alzheimer's Association Communications Manager <ul style="list-style-type: none">• Pitching stories, writing and distributing press releases to raise concern and awareness• Designing event programs, flyers, web graphics, posters, and more• Creating and executing social media and email campaigns
5/2015 - 9/2016	MNS Engineers Marketing Assistant <ul style="list-style-type: none">• Assisting in writing engineering proposals• Maintaining all social media accounts• Editing internal and external marketing documents such as project sheets and resumes• Drafting award submittals for projects for national engineering societies
1/2013 - 8/2015	The Daily Nexus Copy Reader & Production Editor <ul style="list-style-type: none">• Proofreading for newspaper with readership of more than 20,000• Writing headlines, subheadings, and captions• Additionally, as Production Editor, importing all content (stories, captions, graphics) into the day's layout, uploading to FTP server for print, and uploading to Wordpress for web version of newspaper

VOLUNTEERING

3/2018 - Present	Santa Barbara Outrigger Canoeing Club Member <ul style="list-style-type: none">• Competing as a paddler, serving on the Board as Secretary and on PR/Marketing Committee (rebuilding and maintaining club website, running club Instagram)
9/2017 - Present	Los Padres ForestWatch Graphic Design Volunteer <ul style="list-style-type: none">• Designing print and digital deliverables for 2017, 2018, 2019, 2020, and 2021 Santa Barbara Wild! and 2018, 2019, 2020, and 2021 Ojai Wild! fundraising events

EDUCATION

9/2011 - 6/2015	University of California, Santa Barbara <ul style="list-style-type: none">• B.A. English, Professional Writing Minor in Business Communication
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SKILLS

Software and Applications	Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Lightroom, Premiere Pro, XD); Microsoft Office Suite; MailChimp; Shopify; Wix; WordPress; Weebly; G Suite; Hootsuite; Slack; Asana; Blackbaud Convio/Luminate; Buffer; Survey Monkey; Kentico
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