

David Robinson

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Experience

Fellow

LEVICK

2014 – Present

- Obtain placements for clients in traditional and digital media (obtained 10 placements in a 3-month period)
- Conduct daily media sweeps for various accounts using Brandwatch, Critical Mention, and Factiva
- Draft proposals, RFP letters, and press releases
- Draft talking points and key messaging for clients in media training
- Research and present primers for new business purposes
- Edit and write articles and blog posts

Administrative Assistant

Atholton Seventh-day Adventist Church

2011 – 2014

- Edited and designed the layout of weekly agendas and newsletter using InDesign, Photoshop, and Adobe Illustrator
- Prepared weekly presentations using Microsoft PowerPoint and sometimes, Keynote
- Coordinated travel and manage company calendar of events
- Coordinated and arrange meetings, prepare agendas, and reserve and prepares facilities for renting
- Prepared outgoing mail and correspondence, including emails and faxes
- Handled sensitive and highly confidential information with discretion and professionalism

Communications Intern

President's Council on Fitness, Sports & Nutrition

2013 – 2014

- Facilitated the speakers request process
- Created presentations and talking points for high-profile clients
- Managed the President's Council contacts database and provided updates
- Supported the partnership agreement process and assisting the development and review of marketing collateral
- Helped coordinate and execute events as well as tracked media hits and activities of the Council members

Athletic Director

Spencerville Adventist Academy

2012 – 2013

- Managed 25 volunteers as coaches to the school's different teams
- Coordinated games for 14 different teams in multiple sports for the entire school
- Administered all travel arrangements and coaching techniques
- Managed the athletic department master calendar
- Responsible for composing all official correspondence from the athletic department

Periodicals Intern

Review & Herald Publishing Association

2008 – 2010

- Wrote guest editorials for RHPA's magazines with circulations ranging from 30,000 – 70,000
- Administered technical writing for Message magazine's redesigned website
- Occasionally edited, proofread, copy edited, and wrote blogs for all magazines in the Periodical Division

Sports Editorial Intern (unpaid)

Bleacher Report, Inc.

2008 – 2009

- Edit 400 articles online in a 2-month span for website content

Education

Bachelor of Arts in Communications, (Print Journalism emphasis)/English Minor

- Oakwood University/2008