

SINAI SAMPSON-HILL

Communications Specialist

CONTACT

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www.sinai.me

(404) 409-7169

EDUCATION

Simmons University

B.A. Arts Administration

SEP 2013 — MAY 2017

Concentration in Digital

Communications & Music

Massachusetts Institute of Technology (Advanced Study Program)

Department of Anthropology

Language, Communication, Culture

2021

School of the Museum of Fine Arts at Tufts University (CE)

Experimental Film & Animation, 2020

Visualizing Information, 2019

SKILLS

Communication

- + Copywriting
- + Copyediting
- + Public Speaking
- + Reporting

Organizational

- + Event Planning
- + Meeting Facilitation
- + Project Management
- + Program Coordination
- + Employee Supervision

PERSONAL STATEMENT

Multi-faceted, efficient, and reliable communications professional with extensive experience in web and print graphic design, video and audio production, and writing. Currently seeking a career in the media field and creative endeavors. Highly adaptable, fast learner, and self starter.

WORK EXPERIENCE

Communications Specialist MAR 2019 — PRESENT

MIT International Science and Technology Initiatives, Cambridge, MA

- + Manage and administer digital platforms for internal and external communications (MailChimp, Discord, Slack, Knowledge Base, Asana)
- + Design digital and print promotional assets (fliers, reports, emails)
- + Conceptualize, storyboard, produce, and edit videos
- + Write, record, and produce bi-weekly podcast for streaming platforms and radio
- + Write, produce, and curate content on social media for 7,500+ followers
- + Assist with planning and executing in-person and virtual events for 100+ attendees
- + Copyedit articles for MIT News
- + Streamline and fulfill requests related to design, communications, and events for 18 programs
- + Coordinate purchases and services with outside vendors
- + Performed budget management tasks including invoice filing and budget review

Marketing Assistant MAY 2017 — MAR 2019

Simmons University Office of Advancement, Boston, MA

- + Wrote, designed, and distributed emails to up to 30,000 constituents
- + Managed, wrote, and curated content for social media channels including Facebook, Instagram, Twitter, and LinkedIn
- + Implemented and executed social media strategic plans for events
- + Designed digital and print marketing materials including postcards, emails, social media graphics, and digital signage
- + Wrote and edited articles for news section of website and Simmons Magazine

Development Coordinator OCT 2018 — AUGUST 2019

Brain Arts Organization, Boston, MA

- + Process donations and send acknowledgements
- + Coordinate and plan agenda for bi-weekly meetings with grant writers, sponsorship coordinator, and executive director

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INTERESTS

- + Seasoned Violinist
- + Traveling
- + Building PCs
- + Journaling
- + YouTube
- + Online Community Building

TECHNICAL SKILLS

Photoshop

Illustrator

Indesign

Drupal

Wordpress

Adobe Audition

Premiere Pro

Web Design (HTML, CSS, Javascript)

ACCOLADES

KOTZEN SCHOLARSHIP

Simmons University

August 2013 — May 2017

THE ROBERT GRONQUIST MEMORIAL AWARD IN MUSIC

*Department of Arts & Music,
Simmons University*

To honor an outstanding
senior in music
2017

WORK EXPERIENCE CONTINUED

Volunteer & Internship Coordinator JUN 2017 — OCT 2018

Brain Arts Organization, Boston, MA

- + Consulted with administrative leaders to develop student internship program for 3-7 interns a semester
- + Supervised interns, assigning weekly tasks and developing projects
- + Organized and coordinated monthly volunteer recruiting events in venues across Boston
- + Recruited and managed 150 volunteers intook 10-15 new volunteers a month
- + Coordinated 50-70 shifts for 12-16 events a month
- + Researched and implemented a new CRM platform to track 1000 constituents, 1300 volunteer hours, and over \$30,000 in donations

Music in the Gallery Fellow DEC 2016 — APR 2017

Trustman Gallery at Simmons University, Boston, MA

- + Met with gallery director weekly to plan one afternoon concert
- + Coordinated with music group to plan logistics
- + Designed and wrote promotional materials and program
- + Captured video and photos at concert
- + Wrote event post-mortem review for Gallery Manager

Marketing Intern SEPTEMBER 2016 – MAY 2017

Multicultural Arts Center, Cambridge, MA

- + Performed box office duties and assisted with set up and breakdown of performances
- + Consolidated financial information into Excel spreadsheets
- + Researched grant opportunities using grant databases
- + Wrote a grant application for a 5-year festival plan for \$100,000
- + Conducted interviews, scouted potential locations, and wrote summaries and reports for executive director for grant application
- + Inputted and updated constituent records in Salesforce

Volunteer FALL 2015, SPRING 2016, SPRING 2017

Boston Calling Music Festival, Boston, MA

- + Various responsibilities included assembling tents, constructing stages, setting up tables and chairs, helping with AV equipment, hanging or erecting signage
- + Assisted producers with operations during the festival
- + Facilitated a positive festival experience by directing festival-goers to where they needed to be
- + Managed festival accreditation, including personnel and vehicle passes, catering and other provisions for staff, vendors, artists and media