

# Josh Burlette

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Profile	Communications professional with a proven ability to engage diverse audiences.
Experience	<p>Communications Coordinator, Catholic Charities of East Tennessee – 2022-Present</p> <ul style="list-style-type: none"><li>-Develops and implements agency communications strategies.</li><li>-Produces and edits content for print and digital communication channels.</li><li>-Writes, edits, and coordinates development of promotional content for events and campaigns.</li><li>-Works closely with program leaders, providing leadership, training, and direction for effective use of social media and print material.</li><li>-Develops, designs, and edits newsletters.</li><li>-Manages, maintains, and updates agency website regularly.</li><li>-Works with program leaders to edit content and implement best practices for program web pages.</li></ul> <p>Communications Coordinator, Slate Valley Unified Union School District – 2019-2022</p> <ul style="list-style-type: none"><li>-Developed and implemented public relations strategies.</li><li>-Oversaw/managed production of all district print and web publications.</li><li>-Managed photography, design, and visual identity.</li><li>-Developed/managed communications plan.</li><li>-Maintained press release program.</li><li>-Maintained/oversaw design of Slate Valley website.</li></ul> <p>Freelance Marketing Copywriter, Poultney, VT – 2004-2019</p> <ul style="list-style-type: none"><li>-Wrote marketing copy and search engine optimized website content for a wide range of clients.</li></ul> <p>Staff Reporter/Photographer, Manchester Newspapers; Granville, NY — 2006-2007</p> <ul style="list-style-type: none"><li>-Developed weekly article budget.</li><li>-Researched articles.</li><li>-Interviewed subjects for articles.</li><li>-Photographed subjects for weekly publication.</li><li>-Wrote articles for weekly publication.</li></ul> <p>Editorial Assistant, One Earth One Mission; Hot Springs, AR — 2004-2006</p> <ul style="list-style-type: none"><li>-Assisted with management of editorial content for website.</li><li>-Assisted with creation of editorial content for website.</li></ul>
Education	Saint Michael's College, Colchester, VT – B.A. Political Science, 2004
Skills	Microsoft Office Suite, Google Workspace, Hootsuite, Adobe Creative Suite, Affinity Designer, Affinity Publisher, DaVinci Resolve, LumaFusion, HTML, Copywriting, Content Writing, Editing, Proofreading, Search Engine Optimization
References	Available upon request.