Rebecca Shimp Martin

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Communications & Graphic Design

Graphic Design/Video

Adobe Creative Suite
Canva

Project Management

Asana
Airtable

Social Media

Agorapulse
Metricool

Email Marketing

Mailchimp
Raiser's Edge

Copywriting

Microsoft Office

Collaboration

Google Workspace
Microsoft SharePoint

Website Management

WordPress
Squarespace
Google Analytics

AI Prompting

Adobe Photoshop
ChatGPT
Gemini

Please visit my website to view my
statement on how I use AI

I am a skilled communicator with additional training in graphic design and project management. My passion is helping organizations engaged in systematic change find solutions that match their resources.

Communications Manager
The Cornucopia Institute - Viroqua, WI   2022-Present
- Copywriter for e-newsletters and action alerts, producing engaging content on policy and consumer action.
- In-house graphic designer for all print projects, also tasked with producing digital assets for web, email, and social media.
- Author scripts, record audio, and edit video content for internal and external use.
- Manage editorial schedule for communications projects, including website updates, collaborations, and aquisition mailings.

Front Office Administrator
Good Shepherd UMC - Waldorf, MD   2021-2022
- Provided weekly internal communications to key stakeholders and responded to inquiries from the public.
- Designed a weekly presentation deck with graphics and aligned assets for social media, the church app, and website.
- Managed office processes, vendor relationships, and building schedule.

Content Writer
MennoMedia, Inc. - Harrisonburg, VA   2020-2021
- Wrote quarterly curriculum material under contract, including concepts for games, crafts, and worksheets.
- Sourced images and illustrations according to content guidelines.

Office Manager
Franklin District of LMC - Chambersburg, PA   2012-2020
- Served as project manager for the monthly newsletter, improving processes and keeping tasks on schedule.
- Graphic designer for event brochures and social media graphics.
- Webmaster and Google Workspace administrator.

Google Project Management Professional Certificate - Coursera
Certificate of Graphic Design - College of Southern Maryland
Bachelor of Arts - James Madison University