

ANASTASIA ARVANITES

AARVANITES1@GMAIL.COM | (973) 287-9322 | ANASTASIANARVANITES.COM

EDUCATION

- Bachelor of Art Theatre Studies, Business Administration Minor** – Ithaca College, Ithaca, NY May 2019
- *magna cum laude*
 - Dean's List
 - Oracle Honor Society

EXPERIENCE

- Family Promise of Morris County** – Development and Community Relations Associate Feb 2021–Present
- Collaborate with team to plan and execute events; identify and secure corporate sponsorships
 - Implement digital marketing strategy in conjunction with development campaigns (e.g., Annual Appeal)
 - Craft press releases and external communications; oversee outreach to local media and influencers
 - Write grant proposals; conduct grant prospecting and tracking
 - Assist with donor communications, cultivate relationships, and liaise with community partners
 - Partner with team to develop and manage agency Volunteer and DEIA Committees
 - Update donor/contact database (Salesforce) and run donor reports

- Digital Content Specialist (Freelance)** – Lokl Cafe, Morristown, NJ Nov 2020–Jan 2021
- Designed and wrote copy for cafe website (Wix)
 - Managed and created content for social channels and blog
 - Spearheaded outreach with local media and businesses for press and promotional partnerships

- Publicity Associate** – Kirshbaum Associates, Inc., New York, NY Jan–Nov 2020
- Wrote national press release drafts and proofread releases before distribution
 - Researched outlets, managed press lists, and crafted strategic pitch letters to select media
 - Corresponded with press and venues to coordinate interviews and arrange press tickets for concerts
 - Updated artists' biographical materials and acted as point of contact for select artist management clients
 - Identified opportunities for social media strategy; managed and increased engagement on client socials

- Arts Ed. Program Evaluation Consultant (Contract)** – NJPAC, Newark, NJ Dec 2019–Jan 2020
- Supported needs of Arts Education Curriculum and Evaluation teams during events and meetings
 - Distributed and monitored evaluation surveys using SurveyMonkey; edited survey templates as needed
 - Completed data input with SurveyMonkey and Excel; tracked report progress in Salesforce
 - Interpreted data into easily digestible reports for board review and copyedited intern report drafts
 - Developed visually appealing PowerPoint presentations summarizing report findings

PROFESSIONAL AFFILIATIONS

- Leadership Morris, Class of 2022** – Morris County Chamber of Commerce Jan–May 2022
- Morris County Young Professionals** – Morris County Chamber of Commerce June 2021–Present

SKILLS & PROGRAMS

- Blogging, Copywriting, Copyediting, Event Planning, Grant Writing/Prospecting, Proofreading, Social Media
- Adobe Photoshop/Lightroom, Canva, Facebook Business Suite, Instagram, TikTok, YouTube
- Cision, Constant Contact, GiveLively, MailChimp, Microsoft Office Suite, Salesforce, Wix
- Intermediate Greek and Spanish