

Devan Elizabeth Crean

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STRENGTHS:

- Self-motivated and hard working.
- Excellent relationship and communication skills.
- Excels under pressure and effective time management skills.
- Independent decision maker and creative problem solver.
- Strong writing, proofreading and editing skills.
- Excellent attention to detail.

PROFESSIONAL EXPERIENCE:

Jeffco Public Schools, Golden, CO

5/15 – present

Marketing & Communications Specialist

- Supported the development and implementation of communications plans and marketing materials.
- Provided marketing and communication support to administrative leaders.
- Managed social media content, including Facebook and Twitter.
- Wrote for online publications.
- Provided media relations.
- Managed editorial calendar for all publications and social media.
- Supported the creation and implementation of event-based marketing.
- Provided any additional communications and marketing support as needed.

Novitas Communications, Denver, CO

2/15 – 5/15

Manager

- Assigned to support all daily communications operations for Jeffco Public Schools.
- Supported the development and implementation of communications plans and marketing materials.
- Provided marketing and communication support to administrative leaders.
- Managed social media content, including Facebook and Twitter.
- Wrote for online publications.
- Provided media relations.
- Managed editorial calendar for all publications and social media.
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- Provided any additional communications and marketing support as needed.

Revealing Politics, Denver, CO

9/13 – 2/15

Managing Editor

- Researched and identified critical issues to develop and execute engaging video and written content for RevealingPolitics.com and Revealing Politics YouTube channel.
- Conceptualized and created original video pieces using Final Cut Pro.
- Created and edited written blog posts for Revealing Politics.com
- Managed all social media content, including Facebook, Twitter and Pinterest.
- Created a comprehensive training program for all new employees.

The Colorado Observer, Denver, CO

5/13 – 7/13

Contributor

- Wrote on the latest news regarding K-12 education policy and reform.

Colorado House of Representatives, Denver, CO

2/13 – 6/13

Legislative Aide for Representative Dan Nordberg - HD 14

- Researched, analyzed and tracked legislation, as well as prepared briefing materials and policy talking points.
- Oversaw inquiries from constituents, drafted and responded to all correspondence.
- Assisted with speechwriting for the Representative, both for public events and presentation of legislation.
- Managed the Representative's schedule.

The Education Reform Bulletin, Denver, CO

9/13 – 11/13

Founder/Writer/Blogger

- Wrote on the latest news regarding K-12 education policy and reform.

National School Choice Week, Miramar Beach, FL

9/11 – 1/12

Student Blogger

- Wrote monthly blog entries regarding education policy and reform, focused on school choice.

Independence Institute, Denver, CO

5/11 – 8/11

Future Leaders Intern/Research Associate

- Worked with the Education Policy Center's Senior Policy Analyst to research and write a published report on Public School Financial Transparency in the state of Colorado.
- Assisted with Education Policy Center events, including press conferences, guest speakers and meetings with education organizations in the Denver area.

American Heritage Center, Laramie, WY

9/10 – 5/12

Assistant to the Collections Manager/Office Assistant

- Assisted in management of collection materials and database.
- Assisted the business office with day-to-day tasks, such as filing, mailing and invoice management.

Brandwise, Lakewood, CO

12/08 – 7/10

Site Content Manager

- Maintained business-to-business marketing and e-commerce merchandising website.
- Acted as project manager and oversaw the addition of new clients and product lines to the website.
- Planned, developed and executed all written content and imagery on home pages, category pages and landing pages across the site.
- Created interactive sales demos to effectively demonstrate software capabilities for prospective clients.

The Parent Company, Denver, CO

9/07 – 12/08

Copywriter/Product Content Specialist

- Maintained written content and imagery for three e-retail websites.
- Created and edited copy for products, marketing and branding.
- Created content standards and style guides to ensure continuity across all brands.
- Trained and oversaw the work of other Product Content Specialists.

Gately's Shopping LLC, Englewood, CO

3/05 - 9/07

Copywriter/Content Editor

- Maintained written content on a network of over 20 e-retail websites.
- Created and edited copy and imagery for products, website front pages, landing pages, and weekly marketing newsletters.
- Created content standards and style guides to ensure continuity across all websites.
- Trained and oversaw the work of Product Content Writers and Interns.

Pete Coors for U.S. Senate, Highlands Ranch, CO

8/04 – 11/04

Campaign Staff, Volunteer Coordinator

- Contacted and recruited volunteers from around the state to participate in campaign events.
- Oversaw the production of mailings and other campaign materials, as well as drafted letters to constituents and donors.
- Maintained a database of volunteers, supporters and campaign contributors.

EDUCATION:

<i>University of Denver, Denver, CO</i>	<i>2000 – 2004</i>
<ul style="list-style-type: none">• Bachelors Degree in History• Minor in Political Science	
<i>University of Wyoming, Laramie, WY</i>	<i>2010 – 2012</i>
<ul style="list-style-type: none">• Master of Public Administration	

ORGANIZATIONS:

- Delta Zeta Sorority
- Pi Sigma Alpha National Political Science Honor Society
- Honor Society of Phi Kappa Phi
- Pi Alpha Alpha National Public Affairs and Administration Honor Society

References Available Upon Request