**Britt C. Jacovich**

Bj3081a@american.edu - <https://edspace.american.edu/bj3081a/> - 4400 Massachusetts Ave, Washington, DC - (203) 841-8289

**EDUCATION**

**American University**, School of Public Affairs and School of Communications, Washington, DC May 2020

Bachelor of Arts in Interdisciplinary Studies: Communications, Law, Economics, and Government (CLEG)

Bachelor of Arts in Public Relations & Strategic Communications

*Honors:* GPA: 3.78; School of Public Affairs (SPA) Leadership Program, Dean’s List Fall 2016-present

Relevant Courses and Projects*:*

* Public Relations Writing: Creating a PR portfolio that will consist of a media advisory, op-ed, crisis statement, infographic, social media posts, news release, and speech
* Intro to Political Research: Analyzed research methods in political science using STATA to write an original 21-page research paper comparing and contrasting voting behaviors in 2012 and 2016 based on various demographics

**EXPERIENCE**

Executive/Administration Intern, **EMILY’s List**, Washington, DC September 2018 – Present

* Compiles and updates donor information and assists with check processing procedures in order to meet FEC compliance requirements
* Improves organization, time-management, and writing skills through drafting itineraries, briefings, biographies, and daily news clips for members of the Executive Department
* Attended and participated in the Ignite Change 7-hour campaign training on management, communications, finance, research, field/organizing, and digital outreach

Student Director, **SPA Leadership Program**, American University August 2016 – Present

* Advocates for all 160+ students in the program in addition to overseeing and assigning 27 students to committees plus 14 teaching assistant positions within the program
* Collaborates with the program directors, faculty, and the Associate Dean of SPA to create the budget, establish programmatic goals, and problem-solve long-term and short-term conflicts as they arise
* Communicates with alumni and program-at-large through social media posts and bi-weekly newsletters to provide status updates and respond to inquiries
* Outlines and plans events, including a 4-hour leadership retreat for 52 students, to foster stronger interclass bonds and a greater understanding of leadership traits and skills
* Developed and facilitated an “AU Act Now!” Workshop, including a website, with a team of 8 which focused on promoting women to run for office and knowing your constitutional rights with a 100% attendee satisfaction rate

Intern, **United States Senator Richard Blumenthal**, Hartford, CT May 2018 - July 2018

* Drafted press briefs and talking points for events and emails to constituents and professionals in other offices and federal agencies
* Communicated with CT residents daily through recording their concerns and researching and responding to constituent correspondence in Internet Quorum using problem-solving and critical thinking skills
* Collaborated with caseworkers and other congressional staff members on their projects, filed, answered phones, and performed other office tasks as necessary to ensure the office functioned efficiently

Communications Director, **American University Television**, Washington, DC May 2018 – Present

* Manages the Facebook, Twitter, and Instagram sites with marketing campaigns and consistent updates on the organization’s 7 shows and 70+ members to maintain the show’s brand
* Creates and sends monthly newsletters to 120+ alumni and current members using Mailchimp with updates on the shows’ new episodes and future events to increase promotion and improve written communication skills
* Develops monthly events by creating a budget, Facebook events, promotional graphics, and run-of-shows to promote the organization and improve outreach to the greater college community

Executive Producer, **American University TV News**, Washington, DC September 2016 – May 2018

* Directed and delegated the filming of the weekly broadcast and made last-second decisions to create a successful broadcast in the time allotted
* Compiled the filmed clips, edited the broadcast together, and uploaded and promoted the final version on YouTube and Facebook

**SKILLS**

Computer: STATA, WordPress, Internet Quorum, Microsoft Word, PowerPoint, Excel, Prezi, Slack, Google Drive, Mailchimp

Editing Software: Final Cut Pro, Adobe Photoshop, Adobe Premiere, Canva

Social Media: Facebook, Twitter, Instagram, and Snapchat