

EMILY R. MARSHALL

PROFESSIONAL SUMMARY

Communications and Public Relations professional with experience in developing and executing communications tactics to increase brand awareness, media engagement and coverage, and relationship building.

SKILLS

- Social Media Proficiency
- Public Relations
- Organizational Skills
- Strong Oral and Written Communication Skills
- Microsoft Office Programs
- Project and Program Management

WORK EXPERIENCE

10/2023–Current: Chief of Information & Public Relations, Rhode Island Department of Housing

- Lead all communications for the RI Department of Housing, including writing [press releases](#), producing events, and serving as the primary on-record spokesperson for the agency.
- Foster strong relationships with media outlets and community organizations to collaboratively develop and disseminate clear, technical, and professional content.
- Coordinate and produce diverse content for media outlets, ensuring timely and impactful communication with the public and stakeholders. Content includes social posts, press releases, statements, and on-record interviews of agency principals.
- Monitor news trends and coverage related to the Department of Housing to inform strategic communication decisions.
- Oversee the roll out of key agency initiatives by developing comprehensive communications plans to effectively engage partners and maximize media coverage.
- Collaborate with internal teams to effectively communicate initiatives to the press and public, both before and after their launch. Act as the liaison between the Rhode Island Governor's Office and state agency communications teams to ensure consistent messaging.

11/2022–10/2023: Development Coordinator/Program Manager, Best Buddies International

- Supported all fundraising and development activities, which encompassed assisting with fundraising campaigns and events that brought in over \$1M, managing the donor database, engaging stakeholders, and fostering collaborations.
- Created and executed communications plans, including social media strategies, an organization style and accessibility guide, newsletter templates and content, and stakeholder engagement strategies.
- Researched, proposed, and monitored grant opportunities while maintaining precise records and analytical and donor reports.

EDUCATION

05/2022 BA: Public and Professional Writing and Biology, Roger Williams University - Bristol, RI

VOLUNTEER EXPERIENCE

- Mentor, Big Brothers Big Sisters
- Member, Bristol 4th of July Committee
- Citizens Program, Best Buddies
- Young Professionals Board Chair, Camp Casco
- Rhode Island Foundation, Emerging Leaders Program
- Member, Elks National Foundation