

# Andrew P. Durfee

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## Skills and Intent

Highly organized Communications Specialist, possessing strong interpersonal skills. Cross-culturally adept with experience working with both Hawaiian and Spanish partners. Areas of expertise include Adobe Creative Suite, MS Office, G-Suite, newsletter creation, public speaking, basic graphic design, administrative support, photography for print and digital, video capture/editing, working in a diverse creative team environment, project management, written and verbal communication, working in higher education, and basic knowledge in mobile content creation. Understanding of journalistic writing standards with proven success, and currently pursuing an accessibility certification through Certified Professional in Accessibility Core Competencies (CPACC). Highly motivated to learn and grow professionally in my career.

## Experience

**Virginia Tech University, Blacksburg, VA – *Administrative Operations Coordinator*** APRIL, 2023 – PRESENT

- Work as a main point of contact for the Director of the School of Architecture, assisting with administrative tasks
- Plan and organize events for the school
- Update and maintain the school's new website
- Create a weekly newsletter to be distributed to faculty, staff, and students through Adobe Campaign
- Manage the school's social media platforms. This includes; Instagram, Facebook, and LinkedIn.

**Virginia Tech University, Blacksburg, VA – *Internal Communications Specialist*** AUGUST, 2022 – APRIL 2023

- Wrote engaging and informative articles to highlight the division for the University's VTx site
- Planned and coordinated employee engagement events for over 300 employees
- Led internal communication efforts with industry leading practices
- Created a weekly newsletter to be distributed to employees through Adobe Campaign
- Created and maintained staff photo directory
- Used graphic design software to design and create informational resource documents for HR department
- Created informational slides for weekly division meetings

**Susquehanna University, Selinsgrove, PA – *Studio Technician*** JANUARY, 2022 – MAY, 2022

- Maintained audio, video, and lighting equipment
- Installed and replaced professional grade lighting and audio equipment
- Livestreamed university sponsored events
- Operated video and audio equipment for studio productions
- Assisted other students with video and audio-based problems

**Virginia Tech University, Blacksburg, VA - *Operations Communications Team Intern*** JUNE, 2021 – OCTOBER, 2021

- Created original content (video/photography) for use on social media and web
- Suggested and added content to social media calendar
- Brainstormed new marketing strategies that helped drive awareness of and engagement with Virginia Tech's operation units
- Published digital content on VTx site and social media accounts
- Captured voice work for video overlays

**Shaka Tacos, Captain Cook, HI – *Cashier***

NOVEMBER, 2019 – APRIL, 2020

- Greeted customers and assisted with menu questions
- Ensured customer satisfaction from order to delivery
- Maintained quality control of all aspects of operation

**Bucknell University, Lewisburg, PA - *Facilities Management/Construction & Design Intern***

MAY, 2016 - JANUARY, 2019

- As part of the University Facilities Sustainability Team, project managed a \$400,000 LED lighting project involving the installation of over 20,000 LEDs in 25 buildings to reduce carbon footprint. Managed a team of 10 sustainability interns through the process of LED installation, inventory flow control, hazardous waste management, safety protocol, and progress tracking via complex excel files. Managed stakeholder relationships for approvals and scheduling. Upon project completion, developed a comprehensive, analytical report and formally presented it to executive leadership at the university
- Maintained weekly meeting notes and performed basic administrative support
- Recruited, hired, and supervised a diverse team of sustainability student interns for summer LED project
- Created business information systems for managing a large portfolio of building project documentation
- Operated large format architectural scanner and built digital archives for campus architectural and engineering blueprints
- Photographed construction/renovation project details, documented and filed for reporting and record-keeping

**Education**

AUGUST 2016 - MAY, 2022

**Susquehanna University, Selinsgrove, PA - *Bachelor of Arts in Communication Studies***

**Technology and Software**

Adobe Creative Suite, VTx, Canvas, Blackboard, Tagboard, Social Media Platforms, Wrike, Slack, MS Office, G-Suite, Zoom, Basic HTML and Web Design