

MICHELLE JEWELL

PROJECT COORDINATOR

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SUMMARY

Project Coordinator with extensive experience managing timelines, streamlining workflows, and guiding cross-functional collaboration. Skilled in aligning projects with organizational goals and donor priorities, ensuring initiatives are delivered on time and with measurable impact. Adept at fostering meaningful relationships with stakeholders, supporting donor stewardship, and advancing mission-driven programs through clear communication and organized execution.

PROFESSIONAL EXPERIENCE

Program and Marketing Assistant, Science for Success (at NCSU) *January 2025 - Present*

- Supported program operations and marketing efforts by coordinating events, creating promotional materials, and managing communications to enhance student and community engagement.

Project Coordinator, Department of Genetics (N3C at UNC Chapel Hill) *August 2024 - December 2024*

- Oversaw cross-functional projects by managing timelines, organizing stakeholder communication, and streamlining workflows to ensure successful program delivery.

Public Communications Specialist, PlayMakers Repertory Company *November 2023 - August 2024*

- Led communications initiatives by developing marketing campaigns, producing digital and print content, and strengthening audience engagement for season productions.

SKILLS

Google WorkSpace, Microsoft 365, Asana, Slack, Hootsuite, HubSpot, Event Coordination, Travel Coordination, Budget Tracking, Data Analysis & Reporting, KPI Tracking, Public Relations, Stakeholder Communication, SOP Documentation, Organization Skills, Project Lifecycle, Reporting & Presentations, Donor / Vendor Coordination, Meeting Facilitation, Event/Program Logistics

EDUCATION

B.A. in Music Theory and Composition *August 2014 - May 2018*
Campbell University

ADDITIONAL INFORMATION

- **Languages:** English
- **Certifications:** Elementor for WordPress Design, Hootsuite Fundamentals, Hootsuite for Advanced Uses, Mailchimp Essential Training, WordPress Essential Training, Google Analytics and SEO Foundations.