

# Maisie O'Brien

Communications Professional



Phone:



Email:



Website:

mediabymaisie.com



## EDUCATION

MA; GPA 4.0

### Digital Media Design

Harvard Extension School

BA; GPA 3.9

### American Studies

Smith College

## SKILLS

- Writing and Editing •
- Project Management •
- Video Production •
- Video Editing •
- Animation •
- Photography •
- Graphic Design •
- Adobe Creative Suite •
- HTML/CSS •
- Web Analytics •
- Social Media •
- Grants Administration •

## EXPERIENCE

- 2016 - Present**
  - Communications and Engagement Manager**  
Massachusetts Institute of Technology, Cambridge, MA
    - Write articles, student profiles, annual reports, and website content
    - Designed organizational logo, website, and marketing materials
    - Produce and edit videos and animations
    - Photograph individuals, groups, and events
    - Manage Innovation Fund, awarding over 70 grants annually
    - Organize small weekly events as well as large 600-person events
    - Supervise a 5-person communications team consisting of a program assistant, arts and media fellow, communications fellow, innovation fellow, and programmer fellow
- 2014 - Present**
  - Digital Media Producer (Freelance)**  
Media By Maisie, Boston, MA
    - Produce and edit videos for nonprofit and corporate clients
    - Photograph individuals, groups, and events
- 2014 - 2016**
  - Communications Coordinator**  
Harvard Kennedy School, Cambridge, MA
    - Wrote feature articles, event recaps, and student profiles
    - Produced and edited videos and podcasts
    - Designed promotional materials, graphics, and e-newsletters
    - Photographed students, staff, faculty, and events
    - Managed social media and analytic reports
    - Managed communications interns and freelance content producers
- 2009 - 2014**
  - Communications and Grants Manager**  
Commonwealth Land Trust, Roxbury, MA
    - Wrote grant applications, reports, and website content
    - Led organizational re-branding strategy utilizing volunteer services
    - Designed marketing materials and web content
    - Managed over one million dollars in federal and state grants
    - Founded and managed a 30-person volunteer program
    - Supervised staff, volunteers, interns, and corps members
- 2005 - 2009**
  - Community Organizer**  
Fair Foods, Dorchester, MA
    - Implemented community outreach and marketing campaigns
    - Distributed surplus produce and dry goods
    - Oversaw youth painting and carpentry projects