



## LYNORA R. LAWLESS

### SKILLS

- Print/Web Design
- Photography
- WordPress/Site Maintenance
- Social Media Content Creator
- Communications Strategist
- Customer Service
- Event/Conference Planning

### PROGRAMS

#### Microsoft

- Outlook
- Word
- Excel
- Power Point

#### Adobe Creative Cloud

- InDesign
- Illustrator
- Spark
- Photoshop
- Premiere Pro

#### Web

- Wordpress
- HTML
- Tumult Hype

### EDUCATION

MA: Publication Design  
University of Baltimore  
Baltimore, MD • 2015

BS: English  
Frostburg St. University  
Frostburg, MD • 2005

### EXPERIENCE

#### Webmaster, GLCCB

August 2017 — present  
Baltimore, MD 21217

www.glccb.org  
f: baltimoreLGBTQpride

- Update and maintain Facebook Page
- Build and maintain websites
- Prepare and send direct marketing emails
- Consult on communication strategies

#### Membership and Communications Coordinator, Beth Am Synagogue

Dec. 2015 — Oct. 2017  
Baltimore, MD 21217

www.bethambaltimore.org  
f: BethAmBaltimore

- Create promotional materials for programs and weekly services
- Prepare weekly newsletter for electronic distribution
- Update and maintain Facebook Page
- Develop and maintain materials for Capital Campaign
- Craft artwork for external publications
- Develop and execute marketing campaigns for programs/events

#### Partner in Design, BOS Productions

March 2015 — present  
Baltimore, MD

www.bosburlesque.com  
f: bosburlesque  
i: bos\_burlesque

- Develop social media strategies and content
- Design branding and materials for shows/major productions
- Find and coordinate with printers for projects
- Maintain website
- Update social media leading to and during programs/show
- Act as stage hand during bi-monthly shows

#### Admissions Assistant, Randstad/ Johns Hopkins Summer Programs

Oct. 2014 — Jan. 2015  
March 2014 — July 2014  
Baltimore, MD 21218

pages.jh.edu/summer/

- Provide detailed information on Summer Programs
- Assist clients with navigating site and completing applications
- Assist in preparation for orientation
- Developed and proposed social media guidelines for office use by student workers

#### Express Cataloger, Collections Management Unit, Enoch Pratt Free Library

Sept. 2010 — Feb. 2012  
Baltimore, MD 21201

- Ensure accuracy of new titles
- Prepare books for distribution to assigned branches
- Support under staffed departments

#### Donor Services Associate, Office Team/Catholic Relief Services

Nov. 2009 — May 2010  
Baltimore, MD

- Update/maintain donor records in Pledge Maker
- Provide customer service
- Code returned mail

#### Development Associate, Saint Vincent de Paul of Baltimore

Nov. 2008 — Sept. 2009  
Baltimore, MD

f: stvincentdepaulofbaltimore

- Conduct all front desk duties
- Acknowledge donor gifts in Donor Perfect
- Update/maintain donor records
- Create social media pages for organization

#### Assistant Conference Coordinator, Office of Continuing Medical Education, JHU

Nov. 2006 — Nov. 2008  
Baltimore, MD

- Compile speakers' contributions for syllabus
- Contact and collect post-conference evaluations
- Create sign-age for conferences
- Provide logistical support for on-campus conferences
- Assist in logistics for speakers and vendors

### WORK ABROAD

Bartender, March — June 2005  
Newcastle Upon Tyne, England

English Teacher, March — June 2006  
Jeonju-si, Jellobukdu, South Korea