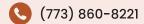
# Danielle Borisy Project Manager & Creative Consultant



DCBORISY@GMAIL.COM

DANIELLEBORISY.COM

in LINKEDIN.COM/IN/DANIELLEBORISY



### PROFESSIONAL EXPERIENCE

### HARRY CARAY'S RESTAURANT GROUP

May 2022 - Present

MARKETING MANAGER

### THE DORGER McCARTHY GROUP KELLER WILLIAMS ONECHICAGO

December 2017 - April 2022

### **OPERATIONS MANAGER**

- Multi-talented support system for team of seven
- Facilitate new agent onboarding and train new admins
- Plan and lead team, admin, and marketing meetings
- Analyze and improve organizational processes and team standards & expectations
- Develop operations manual and onboarding materials
- Listing and Transaction Management for 100+ transactions per year
- Perform administrative tasks and maintain and update 1,500+ client database
- Provide a boutique real estate experience with high-quality customer service

#### **COMMUNICATIONS & MARKETING MANAGER**

Graphic Design / Marketing Strategy & Execution

- Create and implement annual Marketing and Events Calendars
- Operate as and in-house graphic designer and creative consultant

Digital Marketing & Social Media Management

- Develop brand identity and marketing materials
- Implement cross-channel marketing to increase brand and listing visibility
- Design MailChimp HTML email campaigns for 2,000+ client and industry databases
- Track MailChimp and Facebook Ad analytics
- Introduced a new Quarterly Newsletter campaign for clients

### **COMMUNITY ENGAGEMENT SPECIALIST**

Non-Profit & Community Outreach Liaison

- Research service opportunities and non-profit partnerships
- Partner with Non-Profits & Community Outreach Organizations for each client event

### **EVENTS PLANNER AND COORDINATOR**

- Execute 5-7 client appreciation events and campaigns annually
- Organize special event for key referral partner University of Chicago
- Event Organizer, Volunteer Coordinator, and Donations Coordinator for annual "Boots for Babes" Boot Drive & Holiday Party benefiting McCutcheon Elementary

### FREELANCE PARTNERS

### **UCH KOVLER DIABETES CENTER**

Peggy Hasenauer Creative Consulting Project Management

### BR. RICE HIGH SCHOOL Tammy Stelnicki Creative Consulting Graphic Design

## JOEY T. FOUNDATION Maureen Toscano Book Layout & Design

### A Little Bit About Me ...

Vibrant spirit with a passion for connecting people Motivated self-starter mindset Thrive in a collaborative high-performance culture Innovative thinker with a problem-solving eye Both big-picture and detailed oriented Superb writing and communication skills

### **EDUCATION**

### **DEPAUL UNIVERSITY | 2017**

BA Public Relations & Advertising

Minors: Applied Psychology & Creative Writing

### AREAS OF EXPERTISE

### PROJECT MANAGEMENT

Teamwork
Communication
Adaptability & Flexibility
Organization
Time-Management
Problem-Solving
Networking

### CREATIVE CONSULTING

Creative Strategy Digital Marketing Graphic Design Copy Editing Collaboration Multitasking Curiosity Enthusiasm

### SKILLS & TECHNOLOGY

PRESENTATION	DESIGN	MARKETING
PowerPoint	Procreate	MS Suite
Infographics	Illustrator	G Suite
Presi	Photoshop	MailChimp
GIFS	InDesign <sup>*</sup>	HootSuite
iMovie	Canva	Top Producer

### VOLUNTEERING

### **BIG SHOULDERS FUND**

Student Mentor