



AJA VAN BUREN

PROGRAM COORDINATOR | COPYWRITER

RESUME OBJECTIVE

Program Coordinator with 3+ years of experience organizing events, facilitating client support, and curating client focused content across varying mediums. Possess a B.A. in Public Relations and Advertising and expertise in Adobe Cloud and Microsoft programs. Looking to leverage my knowledge and experience into a role as Program Coordinator.

EXPERIENCE

Co- Editor in Chief

Gumbo Magazine, Chicago, IL | June 2019 - Present

- Developed a curation plan for content in varying mediums
- Communicate with contributors
- Lead the creation of all magazine sections as the supervisor of daily operations: oversee content quality, timeliness and impact; coordinate plans on special themes or issues.
- Help develop, set and manage staff and freelance budgets
- Collaborated with Gumbo's marketing team to develop an advertising strategy for the launch of the first issue.

Program Coordinator

Queen and Berry, Chicago, IL | Feb 2019 – Sept 2019

- Developed and curated a flexible copy strategy for a new web medium
- Assisted in web design and layout of the associated site
- Manages and maintains multiple programs/projects across various channels
- Assist in creation of program budgets and documentation of expenses
- Provide analysis and recommendations needed to increase accuracy of program and project schedules
- Collaborate daily with team members to emphasize the importance of the program schedule to be successful in implementing on time, with in cost, and at the required quality targets
- Strong internal relationship management and teamwork
- Help develop, set and manage staff and freelance budgets

Culture Director

Gumbo Magazine, Chicago, IL | Nov 2017 – June 2019

- Developed quarterly reports for each department
- Facilitated interview with potential candidates as well as coordinated all onboarding
- Opened, sorted, and distributed incoming messages and correspondence
- Developed new organizational systems creating a more efficient workflow
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members
- Recorded, transcribed, and distributed minutes of meetings

CONTACTS

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SOCIAL MEDIA



<https://www.facebook.com/aja.vanburen>



www.linkedin.com/in/aja-van-buren



<https://twitter.com/iamAjaSymone>

SKILLS

Problem Solving

Adaptability

Teamwork

Strong Work Ethic

Time Management

Critical Thinking

Project Management

Public Speaking

Leadership

Decision Making

Communication

Critical Thinker

EDUCATION

Bachelor's Degree/ Public Relations & Advertising

DePaul University, Chicago

2014 - 2018