

LAUREN KNIGHTS

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Education

University of Maryland, Global Campus Adelphi, MD

Bachelor of Science, Political Science **Expected:** July 2024

Relevant Coursework

Advanced Research Writing, Comparative Politics and Government, Anthropology of Language & Communication, Moral Philosophy & Ethical Reasoning, Global Terrorism

Professional Experience:

Freelance + Contract Work – *Writer/ Web Designer/ Digital Marketer* Aug 2019 - Present

- Conducting thorough political science research to support academic and policy-related projects.
- Writing persuasive business proposals and contracts, captivating blogs, engaging website content, and compelling social media posts for clients and personal projects.
- Utilizing keen editing skills to refine content and copy to meet client objectives while ensuring accuracy and adherence to deadlines.
- Designing and developing websites tailored to the unique needs of individual clients and small businesses.
- Managing end-to-end collaborative projects, from conceptualization to implementation, ensuring optimal user experience (UX/UI) and search engine optimization (SEO).

DLA Piper – Washington, DC | *IT Technician (Remote)* Nov 2021 – Dec 2022

- Responsible for researching, diagnosing, troubleshooting, and identifying solutions to resolve application/software issues that were related to recent code deployment, system patching, etc.
- Ensured proper recording and closure of all issues, using the ITIL framework (Change Mgmt. system) + ServiceNow.
- Prepared accurate and timely reports, summarizing issues and resolution.
- Generated and meticulously documented knowledge reports through the creation and revision of Standard Operating Procedures (SOPs).

Save The Children – Washington, DC | *Fundraiser (On-Site)* April - Aug 2018

- Organized events, fundraisers, and canvassing trips around the D.C Metropolitan area for Save the Children.
- Informed the public on the purpose and benefits of Save the Children's fund-raising program.
- Secured donations that were provided by customers.
- Proven ability to successfully initiate goal-oriented foreign projects and under-represented communities.

Leadership Experience:

Digital Portfolio Hyattsville, MD *Web Designer + Copywriter* Aug 2022 – Present • www.rentthewriter.com

MASC Convention: Social Sensitivity Forum Ocean City, MD *Event planner and Host* April 2018

• Orchestrated and led an interactive workshop for 50 participants on diversity and inclusion, fostering an inclusive environment of learning and dialogue.

Mental Health Awareness Forum Ocean City, MD *Event planner and Host* April 2018

• Proposed, arranged, and executed a mental health forum for 150 people.

Activities:

Museum of The Bible – Washington, DC *Volunteer* Jan 2024 – Present

- Give tours that present accurate information on the permanent exhibitions and the history of the building
- Welcome guests and share information about the museum and exhibitions to provide a memorable guest experience.
- Inspire guests to engage with the Bible through exhibitions and provide guests with information to begin their journey at the museum.

Skills:

Relevant Skills: Editing and Proofreading, Web Design and Development, Digital Marketing. Content Management

Relevant Skills: Creative, Team Player, Strong work-ethic, Willingness to learn, Organized