



EDUCATION
& TRAINING

M.A., Public Advocacy and Activism, first-class honours

National University of Ireland, Galway
Huston School of Film and Digital Media

B.A., Writing, Literature, & Publishing, cum laude

Emerson College, Boston, MA
Concentrations: nonfiction writing, copyediting, political communication

AFL-CIO Organizing Institute

Three-day classroom training followed by three-month organizing campaign placement with AFSCME Iowa Council 61

RELEVANT EXPERIENCE

Communications & Development Consultant, 2007-present

Independent, freelance, worldwide

- Strategic communications, content creation, and development support, primarily for nonprofits, community organizations, and small businesses.
- Experienced in issue work around health, women's rights, independent media, and climate change.
- Services include program development and management; research and evaluation; development and submission of grants, reports, white papers; copywriting, editing, and proofing; management of websites, newsletters, and social media; production & hosting of events and meetings.

Research Associate, i2i Institute, 2015 – 2016

Social-change oriented research & evaluation firm, Taos, NM

- Contributed research, strategy, writing, and editing to papers and projects for major American foundations, international advocacy networks, and local, grassroots nonprofits.

Communications & Community Manager, Wisdom 2.0, 2011-2015

Technology-meets-mindfulness event series, San Francisco, CA

- Oversaw external and internal communications, and acted as customer service lead, live-in editor, & front-of-house and registration manager. Helped expand from a single annual 300-person event to an international series, with events from San Francisco to Dublin to Singapore.

Development Associate, Taos Health Systems, 2009-2011

Regional nonprofit health system, Taos, NM

- Secured and/or managed over \$20 million in federal, state, and private grants; helped create and manage signature hospital events and programs; assisted with successful redesign of corporate identity.
- Focused on rural policy, particularly community development, access to care, food security, and youth empowerment.

Legal/Administrative Assistant, Virtue, Najjar & Brown, PC, 2008-2009

Three-partner law firm, Santa Fe, NM

- Edited briefs, contracts, and legislation; drafted documents; attended/summarized hearings; handled internal and external communications; managed schedules and deadlines; and tracked relevant legislation.

I am pleased to offer references and work samples upon request.

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HUMAN SKILLS

Highly organized
self-starter

Excellent interpersonal &
digital communicator

Comfortable public
speaker & meeting
facilitator

Flexible team player
with a sense of humor
and a positive attitude

Writer, both technical
and creative

Trained editor,
Chicago and AP fluent

Curious & eager
analytical thinker

Research experience,
qualitative & quantitative

Some Spanish – basic
conversation, good
reading comprehension

DIGITAL SKILLS

Both PC and Mac literate

Proficient in MS
office suite, Adobe
InDesign and Photoshop

Extensive cross-platform
social media experience

Experienced user of
NVivo, Raiser's Edge,
Wordpress, Google suite,
Slack, Dropbox, Hoot-
suite, Asana, Basecamp,
Trello, Eventbrite, & more

Basic HTML and SEO

Quick to learn new
software/programs