

## **DELANEY OERTLY**

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**PORTFOLIO** – delaneyoertly.com

## **EDUCATION**

Bachelor of Arts in English  
2016 – 2019  
Westminster College, New Wilmington, PA  
GPA: 3.89  
Studied Abroad in London, England Fall 2019  
Dean's List, all semesters

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## **RELEVANT EXPERIENCE**

### **Travel Consultant**, January – March 2020

*Liberty Travel*, Pittsburgh, PA

- Worked with clients to plan and execute personalized travel itineraries
- Used sale techniques to upsell and hit personal and store targets
- Maintained clear and accurate records of client information

### **Social Media Intern**, June – August 2019

*Aware INC. – Mercer County's Domestic and Sexual Assault Agency*, Sharon, PA

- Crafted a personalized social media plan for Facebook, Instagram, and Twitter
- Drafted copy and generated graphics for social media postings
- Researched social media trends and presented findings

### **Writing Intern**, January – April 2019

*Pittsburgh Downtown Community Development Corporation*, Pittsburgh, PA

- Wrote and copy-edited articles for a weekly email newsletter
- Scheduled and conducted interviews with business leaders and owners
- Solved design issues on the company website and updated information frequently

### **A & E Writer**, August 2018 – May 2019

*Holcad Student Newspaper*, New Wilmington, PA

- Composed weekly articles about upcoming events and the arts culture on campus
  - Coordinated interviews with students and faculty via email and face-to-face
  - Fact-checked and proofread articles for validity and clarity, respectively
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## **OTHER EXPERIENCE**

### **Vice President Membership**, January 2018 – January 2019

*National Social Sorority*, New Wilmington, PA

- Organized and executed educational workshops and large-scale recruitment events
- Fostered and revamped community standards to boost group moral and unity

### **Resident Assistant**, January 2017 – January 2018

*Westminster College*, New Wilmington, PA

- Developed targeted educational and social programs for first year residents
  - Advised and mentored first-year residents, especially with conflict resolution
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## **SKILLS**

Organized  
Self-Motivated

Problem-Solving  
Time Management

Communication  
Project Managing

Detail-Oriented  
Adaptable