

# COURTNI VECCHIARELLI

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www.courtniv.com

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## EDUCATION

### University of Colorado at Boulder

May 2008

*Bachelor of Science in Business Administration*

**Relevant Courses:** Creative Writing, Journalism, Media Ethics, College Composition, News Editing, Business Writing, Marketing, Advertising

**Languages:** English, French

## CERTIFICATION

- Relationship Management Certified
- Personal Shopper Certified (Fashion Image Institute)

## WORK EXPERIENCE

### American Beauty Denver – Denver, Colorado

2010 – 2012

*Editor-in-Chief*

- Independently launched and managed all editorial content for a print magazine with 10,000 copies distributed per issue
- Supervised and directed a team of writers, photographers, models, and advertisers

### Examiner.com – Denver, Colorado

2010 – 2011

*Fashion & Beauty Content Manager*

- Reviewed writer applications to determine eligibility to write for a top news website
- Edited articles for accuracy, content, and style
- Assisted and coached writers to successfully publish relevant content
- Aided in development and selection of quality material to be featured
- Managed social media and web presence using a variety of tools including Drupal, InDesign, HootSuite, TweetDeck, WordPress, and more

### Justmeans.com – Everywhere, USA

2010

*Staff Writer*

- Wrote ethical consumption and eco fashion articles for a nationally-known website
- Used html experience to upload articles, photos, and develop content

### Plentii.com – Everywhere, USA

2009 – 2010

*Writer/Financial Advisor*

- Wrote humorous finance articles for a nationally-known website and developed quizzes to coincide with online content
- Provided a wide range of financial advice for the 20-something audience at Plentii.com

### Intrawest Shared Services – Denver, Colorado

2008 – 2009

*General Ledger Accountant*

- Provided accounting customer service to resort staff for Winter Park, Copper Mountain, and Steamboat
- Developed guide to document all procedures for processes within the company

## LEADERSHIP ROLES

### Spring Market Co-Producer

2010

*Fashion Denver*

- Organized and produced a spring campaign, fashion show, and fashion market to spotlight local emerging designers

### Employee Animation Team Historian

2008 – 2009

*Intrawest Shared Services*

- Planned, documented, and reported on company events through newsletters and video presentations

## COMMUNITY SERVICE

### Jefferson County School Supply Drive

2008 – 2009

*Helped distribute school supplies to underprivileged families*

### Project Homeless Connect - University of Denver

2008

*Led several homeless individuals in reestablishing their lives through the DMV, Career building, and homeless shelters*