

Lauren Caggiano

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(260) 466-6218

GOAL: To assist you with your writing and marketing goals

EDUCATION

University of Dayton (May 2007)/ B.A. Journalism & French/Minor in Marketing

FUND-RAISING

Community Action Northeast Indiana (CANI)

Fort Wayne, Indiana

March 2009-present

Development Coordinator

Duties: Increase public awareness about agency programs/Generate content for agency newsletter/Assist with fundraising efforts/Proficient in Sage (fund-raising software)

WRITING / MARKETING

Greater Fort Wayne Business Weekly

Fort Wayne, Indiana

August 2007-March 2009

Web Reporter/Researcher

Duties: Managed weekly "Top List" communication, research and data collection/Wrote daily Web site, e-mail updates/Prepared daily radio spot for WGL-1250 AM/Managed data collection, production & editing for 2008-2009 Book of Lists

Northern Indiana Lakes (LAKES) Magazine

Fort Wayne, Indiana

December 2009-present

In-House Editor

Duties: Proofread and edit copy for lifestyle publication/Generate selected content

Michiana Business Publications

Today's Catholic

Fort Wayne, Indiana

2006-present

Feature Writer

Duties: Write feature & profile pieces(both initiated and assigned)/Produce photography as needed

Flyer News (school year)

Dayton, Ohio

May 2006-May 2007

Arts & Entertainment Section Editor

Duties: Planned and designed layout for biweekly paper/Wrote, assigned and edited stories for section/Provided direction for staff of 15 writers/Proficient in Adobe InDesign (industry standard program)

Parkview Heath

Fort. Wayne, Indiana

May- August 2006

Marketing Intern (temporary full-time)

Duties: Assisted with direct mail promotional efforts/Generated competitive comparisons/Participated in company's re-branding strategy/Generated press releases to highlight company's initiatives