

# Lauren Caggiano

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## GOAL

To assist you with your communications, marketing & translation needs

## EDUCATION

University of Dayton (May 2007)

- B.A.: Journalism & French
- Minor in Marketing

## WRITING/MARKETING EXPERIENCE

**Greater Fort Wayne Business Weekly**  
Fort Wayne, Indiana (August 2007-March 2009)

Web Reporter/Researcher

Duties:

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

**WriteOn LLC**

Remote (2006-present)

President/Freelance Writer

Duties:

- Write content for local, regional & national publications
- Produce photography as needed
- Assist with social media strategy & marketing/public relations campaigns
- Meet deadlines in a timely manner

## FUND-RAISING EXPERIENCE

**CANI (Community Action Northeast Indiana)**  
Fort Wayne, Indiana (March 2009-present)

Public Education & Outreach Coordinator

Duties:

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

**University of Dayton**

Dayton, Ohio (2005-2007 school years)

Fundraising Intern

Duties:

- Assisted with fundraising campaign targeting undergraduate students
- Developed fundraising campaign targeting Junior Class

**United Way of Dayton Area**

Dayton, Ohio (August-November 2005)

Fellow

Duties:

- Served as a liaison for the United Way's annual campaign
- Interacted with both large & small businesses in the greater Dayton area

## FRENCH TRANSLATION

Projects

**ExpeData LLC (August 2007-present)**

French translator / Remote

Duties:

- Interpret and translate documents and software commands
- Possess keen knowledge of business, technical and cultural terminology

Samples of my work are available on my Web site,  
[www.lcagg.com](http://www.lcagg.com).