





MAGGIE PATTERSON

CONTACT

-  872-333-5008
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-  www.linkedin.com/in/maggiehpatterson
-  www.maggiehpatterson.com

EDUCATION

Major in Communications - Journalism

Minor in Psychology
Certificate in Writing & Publishing

Drexel University

June 2024

SKILLS

Java	Python
Wordpress	HTML
Google Systems	Microsoft Systems
Hootsuite	MuckRack
Sprout Social	Sitecore
Facebook	Instagram
Canva	Twitter (X)
LinkedIn	Google Systems

CERTIFICATIONS

Social Media Marketing Certification
(Hootsuite)

WORK EXPERIENCE

Office / Property Manager

Vicintas LLC, Philadelphia PA Aug 2024 - Present

- Managed a portfolio of 6 residential properties, ensuring all were maintained to a high standard and compliant with local regulations.
- Screened and selected tenants, conducted lease signings, and handled all tenant communications, ensuring a high level of customer satisfaction
- Coordinated and supervised property maintenance, repairs, and improvements, working with contractors and vendors to address issues promptly and efficiently.
- Created websites for each property, advertising all of a properties features

PR and Marketing Intern

The Harbinger Group, Chicago IL Feb 2024 - May 2024

- Monitored industry keywords for various clients using Sprout Social
- Numerous research tasks, like finding statistics/information on events
- Updated CoverageBook with contributed content and earned media to track successes and maintain company logs
- Wrote copy for blog posts, as well as corresponding social copy
- Scheduled social media posts using HubSpot and Sprout Social
- Monitored and logged community engagement on LinkedIn for client pages as well as The Harbinger Group's official pages
- Interviewed subjects for blog posts
- Transcribed audio of interviews and reviewed those transcriptions for accuracy

Communications Administrative Assistant (Co-Op)

Drexel University Libraries, Philadelphia PA Sep 2022 - Jun 2023

- Aided in planning and managing events, tasks including the marketing, setup of technology on the event site and helping to curate the event's aesthetic
- Produced weekly content for @DrexelLibraries across social media
- Created internal and external newsletters with various targeted audiences, including Library services, events, and employee news
- Assisted the Communications Coordinator with administrative tasks such as answering phones, directing messages, and assisting library users





Hostess

Ranalli's Lincoln Park, Chicago IL Feb 2018 - Aug 2021

- Managed 70+ tables at a time for popular Chicago restaurant with a seasonal outdoor patio
 - Managed the to-go counter by taking incoming calls and inputting orders into the system
 - Organized pickup of orders from outside parties (Doordash, UberEats, etc)
 - Communicated with "regular" customers to maintain positive relationships on behalf of Ranalli's
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Barista

Boba King, Philadelphia PA Feb 2021 - Nov 2023

- Responsible for customer service including knowledge of 35+ menu items and possible customizations
- Maintained a clean area/food preparation space
- Assisted owners in training of new employees upon hire to help ensure smooth onboarding

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