

WHITNEY WELDON

whweldon92@gmail.com • (973) 270-8869 • New York, NY

COMMUNICATIONS & PROJECT MANAGEMENT PROFESSIONAL

Emphasis in Public Relations & Communications

Effective, resourceful team player with outstanding communication skills who embraces collaboration.

Earned a Master's degree from New York University, NYU School of Professional Studies

AREAS OF EXPERTISE

E-Commerce • Operations • Shopify • Market Research • Project Management
Vendor Management • Cross-Functional & Matrix Teams • Retail • Data-Driven Decision-Making
Online Marketing • Idea Generator • Team Leader

PROFESSIONAL EXPERIENCE

Board of Directors, New York, NY

October 2020-Present

32 Gramercy Park Co-Op Board

- Project Manager – Oversaw a team of 7 to collaborate and redesign an 18 floor hallway renovation
- Consecutive monthly meetings to review incoming board packages, financials, capital improvements, and building concerns
- Conducted over 15 interviews for potential buyers

Corporate Communications Associate, New York, NY

April 2022-December 2022

WeWork

- Contributed to 4 earning reports and 2 media briefs
- Researched daily media coverage

Assistant Interior Designer, New York, NY

July 2018 – November 2019

Mot Designs

- Researched design sites and procured props for designer photoshoots (10)
- Recorded and kept up-to-date expenses for interior design installations and photoshoots
- Communicated with client and stores to make sure that site was ready for photoshoot
- High volume of outbound calls to vendors

Social Media Intern, New York, NY

January 2016 – August 2016

Stuart Weitzman

New York, New York

- Developed and executed weekly social media campaign of the product chosen by the Director
- Recorded and tracked analytics for SW global; compiled and clearly presented a weekly Power Point to social media team and executive leadership
- Monitored customer engagement with brand via Social Media platforms

Multi-Functional Intern, New York, NY

October 2015 – January 2016

Haven Collective

- Managed E-Commerce orders and shipment via Shopify vendors received orders
- problem solved discrepancies directly with the manufacturer
- Worked with the National Sales Team to brainstorm ways to promote and grow brand

EDUCATION

Master of Science, Public Relations and Corporate Communications, New York University, New York, NY

Bachelor of Arts, Sociology, Georgetown University, Washington D.C.