

Deborah Coffy

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Education

University of Central Florida

Bachelor of Science in Psychology and Bachelor of Arts in Political Science

GPA: 3.9

Honors Undergraduate Thesis: "Decision-Making And Christianity: Black Queer Women's Mental Health"

Orlando, FL

May. 2023

Work Experience

Public Policy Fellow, Equality Florida

- Curated information on Legislative Delegation Meetings in 67 counties Sep. 2023-Nov. 2023
- Produced research on Anti-Book Bans and Book Bans around the country
- Attended meetings with partners regarding legislative policies for legislative sessions

Project Coordinator, League of Women Voters of Orange County, FL

- Supervised 5+ communications interns through undergraduate institutions Jun. 2022- Nov. 2023
- Delegated tasks to 15+ committees for the general function and wellbeing for League
- Posted social media content to followers; Facebook (4.3K), Instagram(1K), Twitter(1.1K), and LinkedIn (100+)
- Provided administrative support to President, Executive Board, Board of Directors, and Committee Chairs
- Liaised between state and county chapter regarding penitent information and updates

Community Engagement Coordinator, Black Health Commission

- Planned, Facilitated, and Marketed monthly Village Talks Jan. 2023-Jun. 2023
- Utilized Mailchimp to send out emails 2-3x a week to 1000 subscribers regarding programming
- Reached out to partner organizations and vendors regarding BLK Joy Fest and BLK on the Block Party
- Organized Google Workspace, emails, and requests for Commission
- Delegated creative tasks to Graphic Designer and Creative Lead

Culture & Assistant Student Director, Multicultural Student Center

- Organized six programming ideas outside of monthly culture heritage programming May. 2021-May 2023
- Booked room reservations for annual and new events
- Requested food, music, photobooth, and decoration vendors for event layouts
- Voted on budget requests from RSOs for their events, meetings, and conferences
- Scheduled weekly meetings with Student Director and Director of Civil Discourse and Engagement

Communications Fellow, Black and Missing Foundation Inc.

- Sent emails to missing person's family members regarding case progress Feb. 2023-Apr. 2023
- Pitched missing person cases to news stations, newspapers, and radio stations in metropolitan areas
- Acquired quotes for billboards in 16 cities for 15th anniversary campaign
- Researched active and solved missing person cases to reflect recent information on website
- Posted content to followers; 60,000+ on Instagram, 20,000+ on Twitter, and 220,000+ on Facebook

Research Intern, Emily's List

- Conducted research on candidates running locally, statewide, and nationally Jan. 2023-Apr. 2023
- Utilized FiscalNote regarding bills and resolutions passed in state legislatures.
- Researched news articles, public statements, and background on candidates through Lexis.
- Completed 10+ Choice and Rising Star vets for candidates and elected officials

Skills

Event Planning, Leadership, Facilitation, Conflict Resolution, Project Management, Public Speaking, and Research, Supervision, and Writing; Asana, Calendly, Canva, ClubExpress, Doodle, Fiscalnote, GoDaddy, Google Suite, Later, Loomly, Mail Chimp, Microsoft Office Suite, Monday.com, Lexis, Qualtrics, SPSS, Webcourses (Canvas Instructure), and WordPress