

# Deborah Coffy

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## Professional Summary

5+ year dedicated and versatile non-profit professional adept in project coordination, communications, community engagement, social media, research, and management to improve organizing, create positive change, and increase strategic growth for a better future for our communities.

## Skills

Interpersonal: Event Planning, Leadership, Facilitation, Conflict Resolution, Project Management, Public Speaking, Research, Supervision, and Writing

Computational: Asana, Bill.com, Calendly, Canva, ClubExpress, Doodle, Dropbox, Dropbox Sign, Eventbrite, Fiscalnote, GoDaddy, Google Workspace, Later, Loomly, Mail Chimp, Microsoft Office Suite, Monday.com, Lexis, PayPal, Qualtrics, SPSS, Tech Support, Webcourses (Canvas Instructure), WordPress, Zoom

## Professional Experience

*Our Folks Voices of LGBTQ+ Youth of Color Cohort, Unite for Reproductive & Gender Equity* Orlando, FL

- Utilized Canva and Adobe to create carousels, reels, and designs for social media Aug. 2024-Present
- Scheduled social media content on Instagram and TikTok focusing on reproductive justice
- Created the copy for social media content on Instagram and Tiktok

*Junior Advisory Board Member, Black Girls Smile (BGS)* Feb. 2024- Present

- Co-curated the first BGS zine, Melanin Euphoria, with two other JAB members
- Co-represented the junior advisory board during interactions with BGS staff
- Attended monthly meetings to discuss essential items and events regarding BGS
- Checked in members for events through Eventbrite, such as through Safe Space Saturday
- Edited and co-created the Melanin Euphoria podcast under \$400 National Contribution Project Grant

*Thrivology Youth Leader, Healthy Teen Network* Jan. 2024- Present

- Wrote blog posts related to Reproductive Health
- Created social media posts promoting the Healthy Teen Network Conference
- Co-developed elearnings for professionals that serve marginalized youth populations in the medical field
- Provided input for human-centered design projects that focus on youth and youth-centered professionals

*Respite Peer Supporter, Peer Support Space* Orlando, FL

- Check-in with and provide support for respite guests where it is helpful and wanted Jan. 2024 -Present
- Created spaces and opportunities for respite guests to build community with one another and skill-share
- Collaborated with Peer Support Team lead to be a sounding board and give input on respite operations
- Mitigated harm, acknowledged privileges as they may exist, took accountability for actions, and engaged in ways that are non-violent and anti-oppressive

*Black LGBTQ+ Space Facilitator, Peer Support Space* Sep. 2022-Present

- Facilitated space for Black and LGBTQ+ people to vent and express their ideas
- Managed Email and Discord for questions and inquiries regarding the space
- Planned discussion ideas regarding sociocultural issues that impact the Black LGBTQ+ community 2x a month

*Communications Intern, National Domestic Violence Hotline* Austin, TX

- Wrote, updated, and identified evergreen social media content Sep. 2024 - Dec. 2024
- Created social media campaign reports for Loveisrespect & NDVH Instagram, Facebook, and TikTok
- Uploaded TikTok and Instagram videos onto YouTube platform
- Replied to users on BlueFever with domestic violence and healthy relationship resources & support

*Free From Fear Cohort Lead, Southerners on New Ground (SONG)* Apr. 2024 - Dec. 2024

- Managed a \$6,000 budget for the Orlando cohort location, distributing funds for the Central Florida Annual Food Drive
- Met with organizations associated with housing, LGBTQ+ organizations, and reproductive justice
- Created a strategic plan for the Orlando area in relation to community building
- Recruited 10+ members to Regional Southerners on New Ground chapter

- Research Assistant, College of Medicine—University of Central Florida* Nov 2023 - Dec. 2024
- Recruited participants between the ages of 14 and 30 for the Queer Women Cohort Study who identified as queer women
  - Validated surveys to ensure validity and reliability in distributing Amazon gift cards
  - Entered deidentified and identified data from participants for quota requirements for the National Institutes of Health (NIH)
  - Scheduled semistructured interviews with 50+ participants regarding suicidality and self-injury
  - Provided feedback on interview guide questions and survey questions
  - Tracked grant budget on Microsoft Excel for transcriptions regarding qualitative interviews
  - Managed virtual inbox and Google Voice to connect with participants
- Engagement Coordinator, Mobilize Black Campaign, Black in Repro (BIR)* Aug. 2024- Nov. 2024
- Co-coordinated weekly Mobilize Black Meetings and biweekly BIR meetings
  - Delegated communications, research, and policy tasks to 3 interns
  - Collaborated with community partners to co-facilitate Community Learning Circles (CLCs)
  - Managed tech support for CLCs and Black in Repro events
  - Curated information for Mobilize Black and Black in Repro website
  - Created graphics and materials for 6 CLCs and BIR events throughout the state
  - Managed Instagram posts, stories, and messages to share events and vision
- Public Policy Fellow, Equality Florida* Sep. 2023- Nov.2023
- Curated information on Legislative Delegation Meetings in 67 counties
  - 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* Jun. 2022-Nov. 2023
- Supervised 5+ communications interns through undergraduate institutions
  - 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* Jan. 2023-Jun. 2023
- Planned, Facilitated, and Marketed monthly Village Talks
  - 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
  - Posted content, videos, and events to followers on Facebook (1.2K), Instagram (12k+), & LinkedIn (450+)
- Culture & Assistant Student Director, Multicultural Student Center* May. 2021-May. 2023
- Organized six programming ideas outside of monthly culture heritage programming
  - 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.* Hyattsville, MD  
Feb. 2023-Apr. 2023
- Sent emails to missing person's family members regarding case progress
  - Pitched missing person cases to news stations, newspapers, and radio stations in metropolitan areas
  - Acquired quotes for billboards in 16 cities for 15<sup>th</sup> 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* Washington, DC  
Jan. 2023-Apr. 2023
- Conducted research on candidates running locally, statewide, and nationally
  - 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
- Communications Director, Nicolette Springer for City Commission, Seat 3* Orlando, FL

- Wrote Weekly and Monthly Newsletters, and email blasts to update subscribers Jun. 2021-Nov. 2021
- Created 5-7 social media posts per week for Facebook, Twitter, and Instagram
- Recruited Volunteers for events, canvasses, and phonebanks
- Organized calendar for Springer, prioritizing community & endorsement meetings, call time, & events
- Conducted donor research on potential financial contributors

### *Research & Writing*

*Communications Fellow, Community Change, ChangeWire* Jan. 2024-Present

- Pitched articles to ChangeWire and similar publications
- Wrote articles 1 to 3 times a month about social justice, politics, organizing, societal awareness, and more

*Staff Writer, Her Campus Media*

- Pitched and researched articles about lifestyle, music, social issues, and politics Aug. 2018-Jan. 2022
- Drafted and wrote 21 articles for an online media outlet with an impression of 471,717 UVPM

*Staff Writer, Fashion Society—Escapism*

- Obtained 25 likes on the digital version of the magazine on the platform Issuu Aug 2020-Dec. 2020
- Pitched, researched, and wrote "The Sims- Where Fashion Meets Gaming" and "The History of Ballroom"

### *Awards*

Dively-Dupuis LGBTQ+ Scholarship      BFSA Legacy Award      Dorothy Walker Ruggles Scholarship

### *Involvement*

Advocates for Youth, Basically Wonderful Advisory Board, Brown Boi Project, Black Girls Smile, Black in Repro, Black LGBTQ Migrant Project, eres., Queer Trans Project, Southerners on the Ground, Tampa Bay Abortion Fund, and Transgender Law Center

### *Education*

**University of Central Florida (UCF)**

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