

WORK EXPERIENCE:

SOCIAL MEDIA COORDINATOR

Chicago Reader, alt-weekly publication | 2019 - Present

- Manage social media calendar with editorial content, promotional posts for clients and in-house promotions.
- Request assets and schedule marketing posts for clients' promotions, partnership events, and giveaways.
- Manage all Chicago Reader giveaways on website and on social media.
- Create and manage Facebook event pages for Reader events and update discussions daily.
- Promote non-Reader events that staff participate in.
- Strategize new ways to engage our audience across [Twitter](#), [Facebook](#), [LinkedIn](#) and [Instagram](#) channels.

SOCIAL MEDIA MANAGER

Party Noire, event production company| 2018 - Present

- Create visual and copy-written content using brand language and imagery for [Facebook](#), [Instagram](#) and [Twitter](#) social media accounts.
- Copyedit text for promotional and brand materials.
- Promote events and build community through digital and in-person marketing techniques.
- Interact with audience online, and at events in-person, to better connect with Party Noire's community.
- Track social media engagement and growth with Sprout Social.
- Ensure content is on brand with Party Noire's young, black and queer women-focused audience.
- Assist in event production for events in Chicago.

QUALIFICATIONS:

THE OHIO STATE UNIVERSITY

College of Arts & Sciences, 2014 - 2018

- Bachelor of Arts, Public Affairs Journalism
- Minors: Media Production and Analysis, African American and African Studies

ACHIEVEMENTS:

- New York Times Journalism Institute 2018
- Vice Media Fellow 2016
- Scenarios USA Screenwriting Competition Winner 2014
- Film: Veracity (2015)

JANAYA GREENE

SOCIAL MEDIA COORDINATOR



ABOUT ME:

I am a New York Times Institute and Vice Media alum with passions for creating content with a purpose and storytelling. I am a writer with a keen eye for finding overlooked stories that are of interest to millennials and marginalized communities, and amplifying them through social media, creative writing, reporting, and visual storytelling. My life's work is to tell these stories and transform them for the best digital experience for young audiences.

SKILLS



GET IN TOUCH:

Phone: (773) 964-1070
Email: janayagreene@gmail.com
Website: www.janayagreene.com
[Instagram](#) | [Twitter](#) | [LinkedIn](#)