



Resumé

Erin P. Irtenkauf

Experience

Manager of Publications and Website Services

Custom Management Group, LLC; May 2008 – Present

Currently responsible for designing and distributing client quarterly newsletters; web content development for client websites; coordinating incoming advertising for client websites and publications; layout, design and publication of conference materials; designing print and web materials as requested by CMG clients; designing and scheduling client e-mail campaigns, writing copy and formal client communications.

Community Development Manager, August 2007 – May 2008

Development Coordinator, June 2005-August 2007

National Multiple Sclerosis Society, Blue Ridge Chapter, Charlottesville, VA

Responsible for creating event brochures, sponsorship materials, participant manuals, newsletters and top donor communication plans; developing event websites and online participant resources; managing event logistics, marketing and donor relations for the MS Walk in 11 cities in Virginia; developing chapter PR and marketing team to coordinate media sponsorships, features and press releases.

Promotions Director, August 2003 – December 2004

WGMU Radio, George Mason University, Fairfax, VA

Promoted and organized all events and appearances for George Mason University's student run radio station; Wrote press releases, produced event flyers, planned station appearances, coordinated and managed station's charity toy drive; Served as a member of the student media board and aided in planning of GMU student programs.

Reporter/Production Assistant, May 2003 – August 2004

Clear Channel Radio, Charlottesville, VA

Researched and produced news stories for broadcast; reported on city and county government as well as conducted phone interviews; maintained contacts with media relations professionals; produced and engineered programs for six radio stations; recorded CDs, edited/programmed commercials, operated sound board and participated in promotional events.

Office Assistant, May 2002 – August 2002

National Association of College Auxiliary Services, Charlottesville, VA

Prepared media kits and mass mailings for the organization's annual conference; researched and updated industry contacts in database; assisted with processing trade show booth registrations and placements for the conference.

Education

George Mason University, B.A. Communication; 2005

Computer Skills

Proficient with Microsoft Office Professional including Word, Excel, PowerPoint, Outlook, and Publisher; Adobe products including Dreamweaver, Illustrator, InDesign and Photoshop; Convio and Ektron content management systems and HTML. Experience with *iMIS* 15 Association Management System.

Professional Training

American Society of Association Executives (ASAE)

Association Technology Conference, January 2009

Piedmont Virginia Community College

Introduction to Java Programming, September 2008

George Mason University

Dreamweaver MX, April 2004

Adobe Photoshop, April 2004