



SUZANNE SPINELLI

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PERSONAL BACKGROUND

I have a background in journalism and writing, expertise in operations and project management, large scale event planning, and public relations

ARTS & JOURNALISM EXPERIENCE

- Freelance Writer
- Proofreader - Issaquah Press, Issaquah, WA
- Freelance Writer - Florida Design Magazine, Boca Raton, FL
- Assistant Arts & Entertainment Editor/Reporter, Princeton Packet Newspapers, Princeton, NJ
- Museum Assistant - The Frick Collection, New York City, NY
- Intern-Sonnabend Gallery New York City, NY

PROFICIENCIES

- Microsoft Office Suite – Excel, Word, PowerPoint, Teams
- Google Docs
- Zoom
- Adobe Acrobat
- MailChimp
- Constant Contact
- SmartSheet
- Docusign
- Paychex Flex Payroll System

ACHIEVEMENTS

- Lead Project Manager - John L. Scott Awards and Recognition - managed collaboration with accounting, commissions, marketing and events to plan, coordinate and implement annual awards project involving 90+ offices and over 3,000 brokers.
- Initiated Ultimate Client Relationship Data Analysis -Compiled and analyzed data from annual broker business plans, successfully providing results that lead to 2019 strategic initiatives for agent customer relationship management
- Winner of 7 New Jersey Press Association Journalism Awards

WORK EXPERIENCE

Freelance Writer

The Urban Writers | July 2021 -

- Ghostwriting on various long-form content non-fiction projects

Operations Manager

John L. Scott Inc. | Sept 2017 - May 2021

- Oversaw operations management for 24 John L. Scott Washington and Idaho branch offices. Requiring expertise in facilities and staffing management, client and broker support, project planning and implementation

Interim PR Manager

John L. Scott Inc. | May 2018 - Sept 2018

Supported the PR department between managers due to previous journalism experience

- Wrote articles on local real estate trends for Sound Publishing newspapers
- Coached real estate brokers in interview preparation for local TV media
- Facilitated interviews between local journalists and real estate brokers

Operations and Career Development Administrator

John L. Scott Inc. | Dec 2015 - Sept 2017

- Responsible for data gathering and management of multiple John L. Scott training events, event promotion and coordination of event venues

EDUCATION

Drew University

Bachelor of Arts in English Literature - 1986