



# SUZANNE SPINELLI

Laguna Beach, CA

[zanspin@gmail.com](mailto:zanspin@gmail.com)

425.503.4340

<https://www.linkedin.com/in/zanspin>

Portfolio: <https://zanspin.com/>

## 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*