

# LIA GABRIELLE NIGRO

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## COMMUNICATIONS SPECIALIST

Creative, dedicated professional with extensive experience developing clear and compelling content. Offers exceptional strengths in research, writing, and editing. Comfortable working with a range of media and materials. Distills complex information to satisfy both technical and non-technical audiences. Balances multiple deadlines independently and effectively, and enjoys contributing to team efforts.

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## EDUCATION

### **Bachelor of Arts, English Language and Literature**

Yale University, New Haven, CT

*Magna Cum Laude with Distinction in the Major*

### **Coursework in Editing, Writing, Technical Writing, and Social Media**

George Washington University, Editorial Experts International Communications, The Writer's Center, and Howard Community College

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## PROFESSIONAL EXPERIENCE

### **Consultant**

February 2019 through present

Newton Education Services, Cairo, Egypt; <http://newton-prep.com/blog>

- Sole content creator for blog on how to gain university admissions in the US, UK, and other countries.

### **Communications Coordinator**

August 1988 through January 2019

Advising & Testing Services, AMIDEAST, Washington, DC

- Researched and developed content for reports, educational materials, articles, news items, press releases, proposals, procedures, and varied other types of materials.
  - Corrected grammatical errors and fixed any issues with style and tone. Fact-checked materials.
  - Wrote well-received blog and several e-newsletters promoting testing products. Conducted e- and social media campaigns.
  - Consistently achieved superior ratings on performance reviews.
  - Awarded numerous merit bonuses and an employee of the year award for outstanding achievement.
  - Authored and edited numerous issues of a forty-page professional periodical, *The Advising Quarterly*, focused on providing US study advisers overseas with expert support. Directed an accompanying research service. Recruited and coached authors, helping many with limited English skills or experience.
  - Created Legal and Business Women's Fellowship Program website and newsletters. Moderated group discussion list and SharePoint.
  - Created content for a website focused on US higher education for Iranian students and professionals, covering areas from cultural differences and visa applications to engineering specializations and medical residencies. The site secured millions of annual hits and contributed to a 20% one-year growth in US study enrollments by Iranians.
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## SELECTED SKILLS

Microsoft Office Suite | *Chicago Manual of Style* | Adobe InDesign | WordPress | SharePoint  
MailChimp | Social Media Platforms (Advertising and Organic Audience Development)