

DYLAN WONG

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EDUCATION

Creator Institute

Summer 2020 Book Creators Program

Washington, D.C.

Book Publication: May 2021

Pepperdine University | Graduate School of Education & Psychology

Master of Arts, Social Entrepreneurship and Change

Los Angeles, CA/Remote

Expected Graduation: May 2021

American University | School of International Service

Bachelor of Arts, International Studies

- Specializations in Economics & International Development
- Exchange Semester at L'Institut Catholique de Paris, France

Washington, D.C.

Graduation: May 2018

EXPERIENCE

Breadfruit Media

Creative Project Manager

- Produce visuals for social campaigns, events, podcast projects, and internal communications
- Strategize on multi-channel campaigns to exceed overall brand objectives and maintain a content calendar
- Composed various virtual posts, podcast reviews, and blogs
- Assist in the audio production of newly established podcasts on the Caribbean Podcast Directory

Remote

November 2019 – Present

Brilliant Earth

Concierge

- Create a welcoming environment for Brilliant Earth customers by welcoming guests into showroom with enthusiasm and warmth
- Conduct post-sale appointments, to assist and educate customers returning for pick-ups, exchanges, re-sizing, and other inquiries
- Maintain luxury showroom appearance, cleanliness and organization, including opening/closing procedures in showroom

Washington D.C.

February 2020 – August 2020

Institute of Caribbean Studies

Co-Chair, Ignite Caribbean-American 30 Under 30 Changemakers Initiative

- Organized the 2019 Changemakers Awards Ceremony and facilitated ICS policy discussion concerning women's health initiatives
- Recruited the highest number of 30 Under 30 Award candidates on record
- Coordinated outreach with media organizations and NGOs for press, fundraising, and publications
- Designed social media graphics and implemented digital marketing campaigns for the Institute of Caribbean Studies

Washington, D.C.

March 2019 – June 2019

TufDoor

Sales and Marketing Manager

- Coordinated sales and marketing campaigns in the DC, Maryland, and Virginia area
- Launched social media campaign with a new promotional video
- Improved communications strategy and established essential metrics to increase customer engagement

Washington, D.C.

October 2018 – March 2019

Drug Policy Alliance

Legislative Intern

- Wrote executive summaries of public figures, policy reports, and hearings for in-office research
- Conducted research for policy development purposes, drafted fact sheets and press releases
- Summarized findings from hearings and working group discussions with organizations affecting drug policy

Washington, D.C.

January 2018 – May 2018

Lycée Fénélon

English Language Teacher

- Taught French middle & high school students English language and grammar twice per week
- Gave presentations on cultural exchange, international affairs, and history for students in Paris

Paris, France

September 2017 – December 2017

Office of Senator Matthew Samuda

Generation 2000 Grants Intern

- Wrote reports on the Jamaican economy and improvement strategies based on official government documents
- Facilitated government grants for young entrepreneurs in order to jumpstart local business initiatives
- Processed invoices and expense reports, provided a stable point of contact within the organization
- Summarized findings from conferences and meetings at the Parliament, Senate and House of Representatives

Kingston, Jamaica

May 2015 – August 2016

Wagner College Center for Leadership and Community Engagement

Executive Administrative Assistant

- Implemented projects to increase awareness of projects undertaken by the CLCE amongst student body
- Recruited members of the student body for volunteer opportunities and coordinated with student leaders for community projects
- Rallied students and local organizations to support the IMPACT Summit, engaging 100+ community stakeholders in March 2014

New York, NY

November 2014 – May 2015

SKILLS

Languages

- French: Advanced Working Proficiency
- Spanish: Elementary Working Proficiency

Computer & Technology

- Mastery Certification in Microsoft Excel
- Microsoft Office Suite
- Google Suite
- Netsuite
- WordPress Blog
- Quickbooks

- Website Development - Squarespace
- Social Media Advertising

Research

- Freelance Research Assistant for the World Bank Group

Communications & Social Media

- Podcast and Video Production
- Digital Advertising and Promotions
- Graphic Design
- Brand Design

VOLUNTEER WORK

American Caribbean Maritime Foundation

Communications, Podcasts, & Social Media Associate

Remote

April 2020 – Present

SErtified.org

Social Entrepreneurship Ambassador

Remote

September 2019 – Present