



Yui Kirby

Community Engagement Visibility Project Associate

☎ (919) 555-4826 ✉ yui.kirby@example.com

🌐 linkedin.com/example/yuikirby 📍 Raleigh, NC 27603

SUMMARY

Community engagement and communications professional with three years of experience supporting **higher education** outreach, mentorship, health equity initiatives, and audience facing content. Creates newsletters, reports, **promotional materials**, digital content, training resources, and audience communications for campus and community audiences. Translates program information into accessible language, coordinates deliverables and deadlines, and maintains clear records across partner teams. Applies Excel, Word, Outlook, Canva, Canvas, GivePulse, data visualization, program evaluation, instructional design, editing, and project management in practical settings. Experience includes visibility campaigns, participation tracking, survey reporting, content approvals, and **implementation support**. Collaborative work with academic, communications, program, and community partners has strengthened awareness, accessibility, participation, and engagement. Ready to contribute organized communications support and thoughtful **resource development**.

EXPERIENCE

Community Engagement Communications Associate

Coastal Community Health Collaborative 📅 October 2025 - Present 📍 Raleigh, NC

Supports visibility campaigns, **health equity** communications, digital resources, participation tracking, and partner coordination for community health programs. Manages communications projects from content planning through review, implementation, and evaluation across academic and community settings.

- Directed health program visibility campaigns through coordinated community **communications**
- Developed **newsletters** and Canva resources for accessible audience **outreach**
- Tracked participation and evaluation data in Excel for program reviews
- Coordinated **GivePulse** and Canvas resources across partner implementation teams
- Improved digital **accessibility** through clearer content structure and audience language
- Documented academic and community partner reviews for timely content approvals

Community Engagement Project Coordinator

Campus Outreach Project 📅 June 2024 - September 2025 📍 Greensboro, NC

Coordinated mentorship outreach, promotional content, training resources, registration records, and evaluation reporting for campus and community programs. Connected partner input with practical communications deliverables, organized approvals, and supported consistent project execution.

- Directed mentorship outreach communications for campus **participation** initiatives
- Developed **reports** and **promotional materials** for community program audiences
- Tracked registration and feedback records for outreach program reviews
- Coordinated **Canvas training resources** for mentor and participant preparation
- Improved survey data visualizations for clearer **program evaluation** discussions
- Documented multi partner content approvals across scheduled campaign deliverables

Mentorship and Communications Assistant

University Mentorship Initiative 📅 October 2023 - May 2024 📍 Durham, NC

Supported participant communications, mentorship records, orientation resources, engagement reporting, and inquiry management within a university initiative. Prepared clear materials for students and partners while maintaining organized records for program staff and campus collaborators.

- Directed participant **communications** for **mentorship** orientation and follow up
- Developed Word, **Outlook**, and **Canva** content for student audiences
- Maintained mentor and attendance records for program coordination
- Coordinated Canvas orientation resources for new participants
- Improved **engagement** summaries through organized **participation** reporting
- Documented campus and community inquiries for timely staff response

STRENGTHS

- 💬 **Accessible communication**
Translated complex program information into clear resources, helping campus and community audiences act with confidence.
- 👥 **Partner coordination**
Kept academic and community reviewers aligned through organized approvals, clear updates, and practical delivery schedules.
- ♥️ **Program evaluation**
Used Excel records and visual summaries to turn participation feedback into useful program review conversations.
- 🚀 **Resource development**
Built newsletters, promotional materials, and training resources that gave varied audiences clear next steps.
- ♥️ **Mentorship support**
Supported orientation and outreach work closely, becoming a dependable resource for participants and program staff.

SKILLS

Community Engagement

Health Equity Communications

Mentorship Higher Education

Program Evaluation Canva Excel

Outlook Word Canvas

GivePulse Data Visualization

Editing Content Development

Project Management

LANGUAGES

EnglishNative

SpanishIntermediate

MY CAREER



- Community Engagement Communications Associate at Coastal Community Health Collaborative (1 Years)
- Community Engagement Project Coordinator at Campus Outreach Project (1.2 Years)
- Mentorship and Communications Assistant at University Mentorship Initiative (7 Months)

PROJECTS

- Health Equity Visibility Resources** 📅 2026
- Created a coordinated resource concept for health equity outreach, combining newsletters, Canva materials, audience friendly language, and evaluation tracking. Work centered on access, participation, and practical partner review.
- Mentorship Training Content** 📅 2025
- Structured training resources for mentorship audiences using Canvas, clear instructional content, and organized communications. Project connected orientation needs with participation records and feedback review.

LEADERSHIP & AWARDS

- Recognized by program partners for clear, accessible communications supporting community health outreach.
- Commended for organized coordination of mentorship content, training resources, and partner approvals.
- Selected for trusted handling of participation records and audience facing program materials.

EDUCATION

Bachelor's Degree in Communication
University of North Carolina at Greensboro 🎓 GPA: 0 📅 2023 📍 Greensboro, NC
***Coursework:** Community engagement, instructional design, program evaluation, digital communication*

CERTIFICATIONS

- Microsoft Office Specialist 📅 2024
- Canva Design Skills Certification 📅 2024

TECHNICAL SKILLS

- **Microsoft Office:** Excel, Word, Outlook
- **Digital Content:** Canva, newsletters, promotional materials
- **Learning Platforms:** Canvas, Lumens, GivePulse
- **Program Evaluation:** data collection, feedback tracking, participation review
- **Data Visualization:** Excel charts, survey summaries, reporting
- **Instructional Design:** training resources, orientation content, learning activities
- **Communications:** editing, audience messaging, stakeholder updates
- **Project Coordination:** deliverable schedules, content approvals, deadline tracking
- **Community Outreach:** mentorship outreach, health equity programs, campus engagement
- **Content Formats:** reports, digital content, video production

PROFESSIONAL AFFILIATIONS

- Community engagement and health equity program partner networks.
- Higher education mentorship and communications initiatives.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST