

◆ James S. Albright ◆
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□ **EDUCATION**

Eastern Connecticut State University, Willimantic, CT
Bachelor of Science, August 2003
Major: **Communication** Minor: **Business Administration**

American Humanics Certification, Kansas City, MO
Nonprofit Management, February 2004

□ **SKILLS**

Computers: Proficient in:

- *Microsoft* Word; Excel; PowerPoint; Access; Outlook; FrontPage
- *Adobe* Photoshop 7.0; Premier Pro; InDesign CS; Illustrator CS
- *Macromedia* Dreamweaver • *Quark* XPress
- Statistical Package for Social Sciences • Peachtree Accounting
- JD Edwards Business Solutions • Lotus Notes

Visual Production: Video documentary and presentational promotional design

□ **WORK
EXPERIENCE**

Sennheiser Electronic Co., Old Lyme, CT

Media & Communications Specialist – February 2004 – Present:

- Design promotional material for high-end audio products
 - Develop Marketing campaigns for product launches
 - Work with printers, designers and advertisers on a local and national level
 - Coordinate both internal and external communication of product details with brand managers
 - Assist management during tradeshows
 - Produced a short film detailing innovative products and trade show marketing trends
- Received Golden Ear Award for excellence (2005)

Windham Area Interfaith Ministry, Willimantic, CT

Events Coordinator Intern, September – December 2003:

- Organize and creatively promote events to raise funds and awareness for nonprofit services
- Work with key community leaders, businesses and volunteers to coordinate events
- Created a documentary for CTV, channel 14 on the Walk for Warmth

Cedar Crest Retirement Facility, Branford, CT

Activities Director/Leasing Consultant, August 2001 – July 2003:

- Responsible for operations of the facility along with the well being of 25 residents
- Worked as a liaison between the residents, their families and the manager
- Increased resident retention by providing prompt and effective problem resolutions

Walt Disney Co., Orlando, FL

Performance Developer Intern, February - August 2001:

- Trained and assessed all new hires as well as established employees
- Participated in leadership workshops
- Shadowed engineers in charge of developing new attractions for Walt Disney World Resort

□ **RELATED
EXPERIENCE**

- Coordinated a regional fundraiser totaling over \$27,000
- Consulted and designed websites and pages for private and nonprofit organizations
- Promoted learning through design and construction of bulletin board displays
- Attended national conferences relating to business leadership (2001 & 2004)
- Produced films relating to community social issues that were shown across the nation
- Produced films designed to increase morale in the workplace that were shown in six countries

* A Presentational skill portfolio is available upon request *