



Portfolio

1. Employee Engagement

A. City of Hope

Communications campaign for third and fourth annual employee surveys—campaign design, intranet content, [videos](#), newsletters, posters, flyers, emails, talking points, giveaways

B. RAND

Communications campaign for first annual employee survey—campaign design, intranet content, emails, podcasts, talking points, executive memos, posters, flyers

C. Southern California Edison

“SCE: Powered By Its People”—HR employee profiles edited and curated 240 sq. ft. wall exhibit for morale-building initiative during downsizing

2. Diversity and Inclusion

A. City of Hope

- i. Diversity Resource Group communications consultant—intranet content, posters, comms strategy seminar
- ii. Event planning—receptions, speakers series, festivals, conferences
- iii. Essay writing for employee recognition and nominations—internal and external

B. RAND

Diversity communications consultant—strategy and intranet content

C. Southern California Edison

Diversity communications consultant—strategy and intranet content; LGBTQ communications

D. Bank of America

“Faces of Diversity” campaign—internal messages, affinity group meeting coordination, video production, “tool kit” development to accompany internal training

E. Young Men of Color (LAUSD) Sexual Harassment Prevention Training: one-hour session at annual mentoring conference for high school seniors—PowerPoint, handouts, survey



3. Healthcare Advocacy

- A. **City of Hope**—Communications consultant for HR wellness programs (internally developed and vendor-created)
- B. **American Diabetes Association**—spokesperson and [theme song](#) writer for Los Angeles walk; production and performance
- C. **Juvenile Diabetes Research Foundation** “Promise to Remember”—song adaptation and [music video](#); spokesperson for fundraiser and diabetes awareness campaign

4. Internal Communications

- A. **Providence Holy Cross Medical Center**
Heritage Wall 50th anniversary campaign—internal interviews and story writing for permanent 70 sq. ft. wall exhibit highlighting hospital’s history
- B. **Employee Announcements**
Enterprise-wide messages regarding new hires, employee departures, promotions, crisis communications, trustees updates, reorganizations—emails, intranet content, leadership talking points, PowerPoint

5. Leadership, Training & Compliance

- A. **City of Hope**
 - i. “Leaderships Moments” executive messaging for employee awareness of diversity, [employee engagement](#), customer service, [intellectual curiosity](#)—five videos (2-3 minutes) featuring six executives; scripting, casting, budget oversight
 - ii. Learning and Personal Development Week (LPDW)—campaign design and execution for annual enterprise-wide seminars (over 90 classes); designed seminar “Before You Hit Send” Effective Email Writing
- B. **RAND**
 - i. Hiring policies regarding former government employees—regulatory waiting period and disclosures
 - ii. Employee hotline communications and compliance—podcasts, intranet content, flyers
- C. **Southern California Edison**
 - i. “Leaderships Moments” communications support for leadership assessment/training for managers—executive video segments, newsletter articles, Prezi
 - ii. SCE Mentor Program: online training manual for mentor program—intranet content, copywriting, editing
 - iii. “Edison Portal”: communications to launch intranet learning tool for managers—multimedia resource for management, articles, videos, podcasts
 - iv. Sexual Harassment Prevention Training: computer-based training for managers—strategy, producer and script-writer of CEO audio introduction
 - v. Compliance communications for contractor hiring of post-retirement employees