

MONICA PHAN

PORTFOLIO

www.mphandesigns.com

CONTACT INFO



Phone

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Email

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EDUCATION

B.S. in Public Health
University of Rhode Island

2013 - 2017

SKILLS & TOOLS

HTML/CSS

Adobe Creative Suite

Wix

Wordpress

Squarespace

Canva

Constant Contact

Mailchimp

Hubspot

Figma

AWARDS

2024 Infinite Mile Award
for Sustained Excellence

Massachusetts Institute of
Technology

WORK EXPERIENCE

Communications Coordinator
Brown University

2024 - Present

- Lead the creation of internal and external communications content for the Nelson Center for Entrepreneurship.
- Manage website content and develop regular written and visual communications and marketing materials.
- Support programs and events of the Nelson Center, focusing on engagement with students, alumni, and broader audiences.
- Manage and collaborate with student interns to develop and execute communication strategies, including creating visual and graphic assets.

Communications Associate
Massachusetts Institute of Technology

2023 - 2024

- Create effective graphics for multimedia designs including presentations, displays, print material, outdoor signage, brochures, and more.
- Update website with events, news, and project developments.
- Coordinate timely release of social media (Twitter/ X, Instagram) and weekly newsletters.
- Assist in planning and executing a variety of events including community events, networking sessions, and STEM programs.
- Write, edit, and build content for print materials, website, social media, and newsletters

Communication & Outreach Specialist
OneCranston Health Equity Zone

2020 - 2023

- Develop and manage the organization's new website (www.onecranstonhez.org) using Wix from concept to completion.
- Collaborate with the team on various projects to develop effective campaigns to strengthen community and partner relationships, and increase resident engagement.
- Design print materials/advertisements, digital templates, and email newsletters
- Translate complex concepts and data into compelling visuals for outreach.
- Manage the organization's Facebook (page likes had a 75% increase since 2020) and Instagram accounts.

Research Assistant
Boston Medical Center

2019

- Collect participant physical measurements, vital signs, and biospecimens.
- Report and document critical values according to established protocol.
- Process, label, and package samples/ specimen.

Program Recruiter
Boston Housing Authority

2017 - 2018

- Developed website and collaborated with Boston REACH team to research and create original content on food insecurity.
- Evaluated the effectiveness of outreach programs.
- Researched and developed a resource guide on healthy food access.
- Recruited and trained volunteers in providing translation services for clients