






# NANCY L. GRAY

COMMUNICATIONS CONSULTANT

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## CLIENTS

Austin Regional Manufacturers Assoc., Austin Bar Assoc., Carol Hickey Acting Studio, The Alchemy Theatre, Westlake Hills Presbyterian Church

## SUMMARY

Highly organized communications specialist with expertise in project management, web, print, and social media content creation, media relations, event planning, grant writing, public speaking, and video production. Excellent writing and editing skills with a talent for producing creative projects while supervising teams, working within a budget, and meeting key deadlines.

## HIGHLIGHTS

Writing & Editing  
Social Media & Email Marketing  
Media Relations  
Video & Event Production  
Grant Writing  
Strategic Planning  
Adobe Creative Suite Proficient  
WordPress Websites & Blogs

## EDUCATION

**Leadership Austin Essentials Class of 2017**

**Project Management Professional (PMP) Certification**

St. Edwards University  
Professional Education Center

**Grant Writing Certification Program**

Nonprofit Austin at  
Austin Community College  
**Bachelor of Music in Vocal Performance**

Texas Tech University

## WORK EXPERIENCE

### Director of Communications

*More than 12 years of experience managing all internal and external communications and marketing for nonprofit organizations serving more than 5,000 members.*

- Wrote scripts, speeches, press releases, e-newsletters, blogs, and magazine articles
- Created web and social media content
- Production manager, managing editor, and writer for a monthly magazine
- Produced a wide variety of marketing collateral
- Project manager for redesign and launch of websites
- Created and executed communications strategies to support capital campaigns, city bond elections, fundraisers, and professional conferences
- Wrote grants and secured funding
- Supervised the work of graphic & web designers, videographers, printers, vendors, and volunteers
- Produced video content
- Produced and stage-managed live events in large venues

### Video Producer & Production Manager

*Seven years of experience working for clients including Nickelodeon, Disney, and The Family Channel.*

#### SEGMENT PRODUCER

- Broke down scripts
- Managed budgets, crew, and talent
- Served as liaison between executive producers and department heads
- Ensured all content was ready to shoot in front of live studio audiences

#### PRODUCTION COORDINATOR, SCRIPT SUPERVISOR, TALENT COORDINATOR, ASSISTANT TO DIRECTOR, PRODUCTION ASSISTANT

- Worked in various capacities on a wide variety of TV shows including *All That*, *Clarissa Explains it All*, *Television Academy Hall of Fame Awards Show*, and more.