



# Nancy Gray

nancygrayproductions@gmail.com / 512-663-7828 / Atlanta, GA

## Skills

- Writing and editing
- Web content management
- Social media marketing
- Media relations
- Content development
- Strategic planning
- Project management
- Event coordination
- Keynote production & stage managing
- Script, speech, and press release writing
- Email marketing with Constant Contact and MailChimp
- Adobe Creative Suite Proficient
- Canva design skills
- WordPress management
- Microsoft Office proficient

## Education

**Project Management (PMP) Certification Program**  
St. Edwards University  
Austin, TX

**Grant Writing Certification Program**  
Austin Community College  
Austin, TX

**Bachelor Of Music: Vocal Performance**  
Texas Tech University  
Lubbock, TX

## Websites, Portfolios, Profiles

- [www.nancygray.org](http://www.nancygray.org)
- [linkedin.com/in/nancygray](https://www.linkedin.com/in/nancygray)
- [@nancygray2](https://twitter.com/nancygray2)

## Summary

Communications consultant specializing in content development and strategic project management. Proven track record in crafting compelling executive speeches and overseeing social media initiatives that significantly boost brand visibility and audience interaction across multiple platforms.

## Experience

### Communications Consultant (Freelance)

2022 - Current

- Collaborated with clients to define communication goals and identify target audiences.
- Oversaw external communication channels including websites, newsletters, and social media accounts to maintain brand presence.
- Developed engaging content for websites, blogs, and social media platforms to enhance audience engagement.
- Aligned messaging with stakeholders across departments to ensure consistent communication.
- Drafted executive speeches for significant events.
- Edited and proofread materials to ensure clarity, consistency, and brand voice alignment.
- Monitored industry news to facilitate timely responses on relevant topics.
- Coordinated promotional activities at trade shows and events.

### Director Of Communications: Austin Bar Association and Westlake Hills Presbyterian Church

2007 - 2022

- Developed scripts, speeches, press releases, e-newsletters, blogs, and articles across various platforms.
- Executed communication strategies for capital campaigns, bond elections, and fundraising events.
- Crafted newsletters and press releases to inform members of significant updates.
- Managed social media platforms to boost visibility and engagement for events and initiatives.
- Oversaw production as manager and editor for monthly magazine publication.
- Produced diverse marketing collateral to strengthen branding efforts and enhance brand presence.
- Led project management for website redesign and launch initiatives.
- Supervised graphic designers, videographers, printers, vendors, and volunteers to ensure project success.

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## Accomplishments

- Leadership Austin Essentials Class of 2017.
- Led the Austin Bar Association in winning numerous national awards for outstanding Bar Association communications from the National Association of Bar Executive (NABE) Communications Section.

## References

Available on request.

## Film & TV Production (Freelance)

1990 - 2024

- Contributed to multiple television productions, including *All That*, and *Clarissa Explains It All*, *Mayberry Man*, and the *Television Academy's Hall of Fame Awards Show*, enhancing overall production quality.
- Performed jobs such as segment producer, production manager, script supervisor, and 2nd assistant director for a wide variety of clients.
- Produced and scripted award tribute videos for gala fundraising events, elevating audience engagement and enhancing event impact.
- Produced a western-themed proof-of-concept short film, demonstrating creative vision, narrative skill, and efficient resource management.

## Music Educator: Barton Creek Elementary and the Ann Richards School for Young Women Leaders

Eanes and Austin Independent School Districts

2001 - 2007

- Held Texas K-12 teacher certifications in music and theater.
- Taught general music classes to kindergarten through 5th grade students, planning and executing lesson plans for six grade levels daily.
- Used best educational practices and procedures for educating children and youth about music and the arts.
- Produced numerous school programs, plays, and musical events.
- Conducted youth choirs in achieving the highest possible rankings in state UIL choir competitions.

## Key Clients

- Austin Bar Association
- Austin Regional Manufacturers Association
- Westlake Hills Presbyterian Church
- Alicia Key for District Judge
- Carol Hickey Acting Studio
- The Alchemy Theatre
- Texas Access to Justice Foundation
- RSP Permian
- Nickelodeon
- Disney
- The Family Channel