

Josh Burlette

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Profile

Communications professional with a proven ability to engage.

Experience

Communications Coordinator, Catholic Charities of East Tennessee – 2022-Present

- Develops and implements agency communications strategies.
- Manages, maintains, and updates agency website regularly.
- Produces and edits content for print and social media.
- Works closely with program leaders, providing leadership, training, and direction for effective use of social media and print material.
- Writes, edits, and coordinates development of promotional content for events and campaigns.
- Develops, designs, and edits newsletters.

Communications Coordinator, Slate Valley Unified Union School District – 2019-2022

- Developed/managed communications plan.
- Maintained Slate Valley website.
- Developed/implemented social media strategy.
- Oversaw/managed production of all district print and web publications.
- Maintained press release program.

Freelance Marketing Copywriter, Poultney, VT – 2004-2019

- Wrote marketing copy and search engine optimized website content for a wide range of clients.

Staff Reporter/Photographer, Manchester Newspapers; Granville, NY – 2006-2007

- Developed weekly article budget.
- Researched articles.
- Interviewed subjects for articles.
- Photographed subjects for weekly publication.
- Wrote articles for weekly publication.

Editorial Assistant, One Earth One Mission; Hot Springs, AR – 2004-2006

- Assisted with management of editorial content for website.
- Assisted with creation of editorial content for website.

Education

Saint Michael's College, Colchester, VT – B.A. Political Science, 2004

Skills

Microsoft Office Suite, Google Workspace, Social Media, Hootsuite, Adobe Creative Suite, Affinity Designer, Affinity Publisher, DaVinci Resolve, LumaFusion, WordPress, HTML, Copywriting, Content Writing, Editing, Proofreading, Search Engine Optimization

Certifications

- SEO Certified, HubSpot Academy, Valid from 1/17/24 - 2/15/25
- Social Media Certified, HubSpot Academy, Valid from 1/16/24 - 2/14/26