

Josh Burlette

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Experience

Communications Coordinator, Catholic Charities of East Tennessee – 2022-2025

- Developed and implemented agency communications strategies.
- Re-designed agency website. Managed, maintained, and updated site regularly.
- Produced and edited content for print and social media.
- Worked closely with program leaders, providing direction for effective use of social media and print material.
- Wrote, edited, and coordinated development of promotional content for events and campaigns.
- Developed, designed, and edited newsletters.

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

- Developed/managed communications plan.
- Oversaw design. 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, Basic HTML, Web Design, Copywriting, Content Writing, Editing, Proofreading, Search Engine Optimization

Certifications

- SEO Certified, HubSpot Academy, Valid from 3/8/25 - 4/7/26
- Social Media Certified, HubSpot Academy, Valid from 1/16/24 - 2/14/26