

Joshua S. Mackey

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WORK EXPERIENCE

Content & Copy Writer:

December 2020-Present

Freelance - New York, NY

- Research and draft engaging blog posts, social media copy, email blasts, and newsletters to engage audiences and attract consumers (topics: Diversity, Equity, and Inclusion | Learning & Development | Higher Education | Media).
- Pitch, draft, and edit articles that highlight issues pertaining to representation and inclusion of Black, Brown, and LGBTQ+ people in media, business, and society.
- Work published in Nerdist, INTO, Xtra Magazine, Blavity, Geeks of Color, An Injustice, Age of Awareness, Prism n' Pen.
- Draft and edit reviews on popular television shows and movies to engage and inform readers for Geeks of Color.

Assistant Director of Student Affairs:

November 2016-July 2021

Columbia University in the City of New York - New York, NY

- Constructed daily email blasts, weekly newsletters, and website content, to promote student engagement programs and resources to a population of 1000 students.
- Supervised 3 student workers to develop social media copy and marketing materials to promote student engagement programs.
- Supervised freelancers on developing and editing website content and email blasts.
- Constructed guides and trainings to provide onboarding to employees and new students.
- Oversaw a budget of \$800,000 for student engagement programs and marketing initiatives.
- Provided end-to-end project management for schoolwide initiatives, such as the HBCU Fellowship, Domestic Career Practicums, Orientation, Graduation, and SPS Internship Program, to provide an effective program experience and optimal outcomes.
- Planned, executed, and assessed 24 learning and inclusion programs per year, including trainings on unconscious bias, power, privilege, and oppression, to develop best practices and a socially conscious student population of 8,000 students and staff of 40.
- Transitioned from School of Professional Studies (2016) to School of the Arts (2020).

Human Resources Coordinator:

March 2016-October 2016

NBCUniversal, LLC, Broadcast Operations - New York, NY

- Managed operations for the Sales Associate Program to ensure an effective onboarding and learning experience for a cohort of 14.
- Established a mentorship program and executive speaker series to offer supplemental guidance to employees.
- Extracted and analyzed reports on diversity, population, and compensation data used to influence HR initiatives.

Learning & Development Coordinator:

July 2015-February 2016

ADP RPO on site at Goldman Sachs - New York, NY

- Planned and executed all logistical functions of learning & development programs within the Securities Division.
- Coordinated the implementation of a \$3 million learning management system to support asynchronous learning for junior talent.
- Assessed the effectiveness of GS University programming and identified solutions for program improvement.

EDUCATION

New York University, New York, NY

Master of Science, Human Resource Management and Development | *Concentration*, Organizational Effectiveness

May 2015

Lenoir-Rhyne University, Hickory, NC

Bachelor of Arts, Business Management | *Minor*, Spanish

May 2013

PRESENTATIONS, PROFESSIONAL INTERESTS, SKILLS

Presentations:

- Presented at New York City Mayor's Office of Service's 2020 Virtual Convening of College & University Partners on "Supporting College Students in the Age of COVID-19".
- Presented at the 2019 NASPA Region II / III Conference and 2020 NYU Student Affairs Conference on "Don't Speak Slowly Just Because They Have an Accent: Mitigating Biases Within Student Facing Work".
- Presented at the 2018 NASPA Region II Conference on "Student Transitions: From HBCUs to Ivy League Institutions".

Professional Interests:

- Social Justice Training Institute Alumnus (2018).

Skills:

- Proficient in Microsoft Office, Google Docs, Mailchimp, Wix, Social Media, Qualtrics, Survey Monkey, SAP, Poll Everywhere, Project Management, Budgeting, Proofreading and Editing, Vendor/Freelance Management.