Thalia Coulter

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WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT II | *Feb. 2026 – Present*
MIT Sloan School of Management | Cambridge, MA

- Serve as primary point of contact for the MBA, MSMS, and MFin Program Offices, resolving or routing student, faculty, and staff inquiries in person and via ServiceNow; handle confidential student information.
- Manage calendars and daily walk-in advising appointments; arrange meetings for senior leaders, coordinating availability, space, materials, and catering.
- Led catering for the weeklong MBA Class of 2028 Orientation (up to 520 meals twice daily) and managed volunteers; manage event vendor contracts up to $20,000 from requisition to payment under MIT VPF processes, including verifying a transportation vendor's certificate of insurance against MIT requirements.
- Planned and ran the four-day MBA Cohort Cup spirit week for students across 12 cohorts, adding a new event and promoting it via SloanGroups, VISIX, and email; about 200 students participated.
- Keep the offices running: order supplies from MIT Preferred vendors through Buy2Pay (Coupa) and ProCard, submit Atlas work orders, and handle materials preparation, catering, and reservations for staff.
- Write and edit event promotional copy and create brand-compliant materials in Canva and Adobe CC; update Pathify web content; formatted and distributed the program newsletter to 900 MBA students.

EDITOR-IN-CHIEF (Jan. – April 2025), **MANAGING EDITOR** (2024) | *Jan. 2024 – April 2025*
Klipsun Magazine, Western Washington University | Bellingham, WA

- Directed end-to-end content production for the Spring 2025 print issue, exercising strong news judgement and maintaining a strong editorial voice and creative direction.
- Interviewed, hired, and managed a 12-person editorial staff, coordinating editors, designers, and 20+ writers to meet quarterly print deadlines.
- Oversaw editing on more than 50 written and multimedia stories, enforcing AP style and fact-checking standards.
- Helped build and monitor the magazine's budget over three issues, balancing staffing, production, promotion, and event costs through funding shortfalls.
- Led social media, events, and promotional materials, drawing more staff applications, outside story submissions, and positive community feedback than previous terms.

REPORTING AND PR INTERN | *Sept. – Nov. 2024*
My Bellingham Now & KGMI News | Bellingham, WA

- Reported and photographed local news and culture stories, conducting interviews on tight deadlines.
- Served as the outlet's main social media manager, posting daily top stories and a Friday "Weekend Roundup," and wrote weekly email newsletters in MailChimp.
- Wrote SEO-friendly headlines and tracked WordPress and social media analytics to grow digital reach.
- Designed logos, social media assets, and press passes.

PUBLIC RELATIONS SPECIALIST (Service-Learning Project) | *April – June 2024*
PNW Plateful | Bellingham, WA

- Developed a three-part PR campaign proposal backed by survey research, with quantifiable objectives, a timeline, budget options, and sample materials (logos, social posts, newsletters, press releases) made in Adobe Creative Cloud and Canva.

EDUCATION

WESTERN WASHINGTON UNIVERSITY | Bellingham, WA | *2021 – 2025*
B.A. in Journalism/Public Relations, Minor in Spanish | GPA: 3.93

SKILLS

- **Writing & Editing:** News and Feature Writing, Copyediting, AP Style, Fact-Checking, SEO, Analytics
- **Communications & Design:** Newsletters (MailChimp, Constant Contact, SloanGroups), WordPress, Social Media Strategy, Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Lightroom), Canva, Photography
- **Administrative:** Buy2Pay (Coupa), ProCard, Atlas, ServiceNow, Microsoft Office, Google Workspace, Zoom, Slack, Trello
- **Languages:** German (Fluent), Spanish (Proficient)