

# Daniel Khan

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## EDUCATION

American University, Washington, D.C.  
M.A. in Strategic Communication, August 2015  
Emerson College, Boston, MA  
B.A. in Media Studies, May 2011

*The Brookings Institution*, Washington, D.C. October 2019 – January 2020

### **Development Assistant (Temporary)**

Conducts research and writes acknowledgement letters for donors. Log information into Raiser's Edge. Helped to plan and coordinate events, conduct research on donors and pitch program ideas.

*Earth Day Network*, Washington, D.C. May 2017 – August 2019

### **Communications Associate**

Conducts research and write blogs on environmental issues and updating social media. Support fundraising initiatives and event planning, e-mail marketing and running analytics. Administrative work including phone calls, scheduling meetings and database entry.

*Robert Weiner Associates/Solutions for Change*, Washington, D.C. January 2016 - January 2017

### **Policy Analyst/Op-ed Writer**

Keep on up local and national politics to write informed and research-driven op-eds to be published in a variety of print and online news outlets. Attend conferences, political events, campaigns, etc.

*Potomac Video*, Washington, D.C. April 2012 - June 2014

### **Customer Service Representative**

Help customers find movies to watch, make recommendations and manage office. Assist in hosting screenings at our store for audiences.

*20/20 Productions*, Washington, D.C. August 2011- March 2012

### **Media Outreach Coordinator Fellow**

Find talent that needs sponsoring and assist them through marketing and production. Create spreadsheets, write press releases, and promotional materials for film events around D.C.

*Northern Light Productions*, Boston, MA May 2010 - Aug. 2011

### **Production Assistant**

Assist producers with duties ranging from organizing files, doing image and sound research and transcribing and captioning.

*Emerson Admission Diversity Team*, Boston, MA Sept. 2009 - May 2011

### **Blogger and Videographer**

Write blog entries and shoot videos explaining issues of diversity and race on Emerson's campus. The goal was to raise awareness and allow people to learn about many student organizations.

## SKILLS

*Languages:* English, Spanish [basic]

*Computing Skills:* Cross-platform experience (Windows and OS X), Salesforce, MailChimp, Raiser's Edge, SharePoint, Google Analytics, Microsoft Office. Use of social media sites and networking.

*Personal traits:* Dedicated, organized, self-motivated and efficient. Willing to learn and try new things. Skilled in improvisational techniques and multi-tasking.