

SHELBI COPAIN

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shelbicopain.com



@ShelbiCopain



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Experience

Copain LLC

Private English Writing and Reading Comprehension Tutor

New Orleans, LA
2021-Present

- founded a small business servicing students of a wide age range in writing and test preparation

Children's Hospital of New Orleans

Event Planning and Development Intern

New Orleans, LA
2019

- provided logistical support at events, organized Excel files, researched donors

Be Loud Studios

PR Intern

New Orleans, LA
2019

- strategized social media planning, organized files, planned events, coordinated summer programs

Southern Rep Theatre

PR Intern

New Orleans, LA
2018

- created social media content calendar, posted content, emailed updates to client lists

Live Oak Wilderness Camp

Application Manager

New Orleans, LA
2017- 2019

- emailed parents, schools, and contributors
- processed invoices in Quickbooks, organized files and medical forms
- called families for information/event reminders

Unishippers

Accounts Receivable

Metairie, LA
2013-2020

- sorting mail, posting checks, filing paperwork,
- researching customers, emailing to check on their account activity, calling past due clients

Certifications

Google Analytics

2021

Ethical Leadership

2020

Hootsuite

2019

Leadership and Involvement

Production PR Manager

Loyola University New Orleans

Cabaret, You Can't Take It With You, Romeo & Juliet, Violet, Life Sucks

2019-2020

- created and scheduled social media content across platforms
- wrote, produced and directed a promotional video shoot
- scheduled, conducted and edited filmed interviews with the cast
- coordinated outreach to local schools and organizations about discounts for the show

The School of Communication and Design

Loyola University New Orleans

Social Media Team member (Facebook, Instagram)

2019

- created content as a team through Facebook and Instagram and became Hootsuite certified

Live Oak Wilderness Camp

Wiggins, Mississippi

Coach in Training

2016-2017

Operations Team

2018

- sorted mail, organized payroll, and ran camp activities for youth and families (Musical Theatre, Creative Writing)

Education

Loyola University New Orleans

M.S. in Marketing and Communications

Fall 2021

B.A. in Communication, Public Relations

Fall 2020

B.A. in Theatre Arts, Musical Theatre

Benjamin Franklin High School

May 2017