

Chantel Bivins

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Employment History

The Write One – Communications Consultant

April 2009 – Current

- Provides brand management, PR, and communications services for small businesses.
 - Designs promotional materials and funding proposals for start-ups and expanding companies.
 - Edits professional documents, resumes, and correspondence to help clients succeed.
 - Produces high-quality digital and print content, including articles, fact sheets, blogs, white papers, press releases, web pages, and policy summaries.
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G&H International / DHS – Support Staff & Event Planner

March 2022 – May 2025

- Developed Requests for Information (RFIs) to connect homeland security end users, technology innovators, and interagency partners, enabling operational technology assessments and demonstrations.
 - Authored an internal communications plan outlining OpEx's goals, information flow strategies, and stakeholder engagement tasks.
 - Designed the framework for OpEx's intranet site, covering program implementation through major experimentation events.
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Cherokee Nation / NOAA – Web & Communications Specialist

September 2018 – December 2021

- Drafted and edited communication materials, visual presentations, and educational content for meetings, conferences, and external audiences.

- Launched and led the #WomenofNOAA campaign (2019), expanding from NOAA Research to the entire agency with strong field and leadership support.
 - Oversaw the redesign of the OWAQ website and its transition to the Weather Program Office (WPO), coordinating with program managers for updated content.
 - Directed the creation of NOAA WPO's first and second Annual Accomplishments Reports, managing a six-member team and ensuring 508 compliance.
 - Produced, edited, and published daily multimedia content tailored for specialized audiences and the public.
 - Established the first OWAQ/WPO quarterly newsletter.
 - Managed a five-person team to revamp the WPO intranet site.
 - Provided on-site communications support at AGU and AMS conferences.
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Collabralink / NOAA – Communications Specialist

Jan 2017 – September 2018

- Strengthened public engagement with NOAA Research by managing social media campaigns and digital outreach.
- Executed strategies that grew @NOAA_Research Twitter by 15,000 followers.
- Increased website traffic by 10,000 in three months through targeted digital content and campaign management.
- Produced NOAA Research's Monthly Newsletter, delivering updates on forecasts, disaster preparedness, and scientific advancements.

July–Oct 2016

- Directed OAR's social media strategy, boosting brand awareness and audience engagement.
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Brookings Institution – IT Administrative Assistant

January 2016 – May 2016

- Served as liaison for IT program management and coordination
- Built a data tracking system and reporting process to improve IT record-keeping.

- Applied project execution strategies from planning through implementation in collaboration with IT staff.
 - Provided administrative, business, and financial support to the department.
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PAI – Events & Communications Assistant

August 2015 – December 2015

- Supported management of communications strategies and outreach campaigns.
 - Researched the impact of global health, poverty, and environmental issues on women and families, producing daily media alerts.
 - Coordinated meeting schedules, timelines, and logistics for events.
 - Advanced PAI's mission by analyzing and promoting daily social media content.
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Style and Trend Report – Senior Editor

January 2010 – Current

- Manages social media platforms by sharing fashion news and trends.
 - Authored blog posts to keep fashion audiences informed on emerging styles.
 - Grew membership to 118 by building an engaged online community.
 - Monitors media for industry developments and customer impact.
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VERGO Magazine – Editor-in-Chief

December 2008 – December 2009

- Directed daily operations of the magazine and ensured editorial consistency.
 - Set editorial direction, tone, and policies for each issue.
 - Conducted and arranged interviews with subject matter experts.
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Skills

Digital & Technical Tools: HTML/CSS Basics, WordPress, Canva, Adobe Suite, Constant Contact, Microsoft Office, Google Suite

Communications & Media: Content Creation, Editing (AP Style), Newsletters, Social Media Marketing, Public/Media Relations

Management & Strategy: Brand Management, Business Development, Project Management, Event Coordination, Budgeting, Advocacy

Professional Strengths: Government & Non-Profit Communications, Policy Knowledge, 508 Compliance, Stakeholder Engagement

Education

Master of Public Administration (Public Policy), Bowie State University, August 2007

Bachelor of Arts (Print Journalism), Hampton University, August 2000

Activities

- Member, Delta Sigma Theta Sorority, Inc., Washington, DC Alumnae Chapter
- Member, Sodality, Saint Teresa of Avila Church
- Member, Hampton University Alumni Group, DC Chapter
- Member, Communications Ministry, Saint Teresa of Avila Church