

# Leah Pinkus

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## Work Experience:

*SEAKR Engineering Inc. – Centennial, CO*

Feb. 2017 - Present

Business Development Specialist

- Create and proof copy for industry shows, the corporate website, social media, and press releases.
- Work closely with contracts and program managers to produce proposals while protecting SEAKR's intellectual property.
- Interview new and current SEAKR employees in order to create relevant blog posts for SEAKR's website.
- Manage the commercial products catalog.
- Attend trade shows, conferences, and aerospace related committee meetings on behalf of SEAKR.
- Work closely with HR to help SEAKR's recruitment effort by scheduling and overseeing facility tours and attending career fairs.

*Communications & Marketing Department – Colorado School of Mines, Golden, CO* Sept. 2016 – Jan. 2017

Marketing and Communications Assistant

- Wrote and edited news releases for the Mines Newsroom website.
- Interviewed, wrote and edited alumni profiles, feature articles, and history pieces for the *Mines Magazine*.
- Provided finished photographs of campus students and events.
- Provided assistance when necessary to the Head of the Marketing Department in the form of social media management, event coverage, and providing constructive feedback.

*Athletic Department – Colorado School of Mines, Golden, CO*

Sept. 2013 – May 2016

Sports Photographer

Provided photos of sporting events used for advertising on the official Mines Athletic website, the student run Colorado School of Mines Newspaper, Facebook, and Instagram.

*Geology Department – Colorado School of Mines, Golden, CO*

Sept. 2014 – Jan. 2016

Advanced Physical Geology Lab Grader

Corrected and recorded lab grades for a class of 90 students.

*Siebenberg House – Old City, Jerusalem, Israel*

June 2015 – Aug. 2015

Summer Intern

Mapped underground excavation and wrote a comprehensive written and visual summary of the site. Maintained social media; filed important documents.

## Education:

**Colorado School of Mines, Golden, CO**

Graduated: May 2016

B.S. Geological Engineering

## Leadership:

- **Association of Geoscience Students – Secretary/Webmaster** Aug. 2015 – May 2016  
Maintained OrgSync website, produced weekly slideshows, and documented club meetings and events.
- **Colorado School of Mines CASA – Peer Mentor** Aug. 2014 – Dec. 2014  
Worked in a team to develop and execute weekly lesson plans for a group of 22 incoming freshmen.
- **Alpha Phi Omega – VP of Fellowship and VP Service** Aug. 2013 – May 2014  
Organized and executed fraternity and campus events; served as the head of committee.

## Skills:

- **Computational:** Adobe Creative Suite: Illustrator, Photoshop, Lightroom, InDesign, Bridge; Microsoft Office: Word, Excel, PowerPoint, Publisher, Outlook; Word Press; Google Analytics
- **Social Media:** Facebook, LinkedIn, Twitter, Instagram, Hootsuite
- **Communication:** writing – press release, news release; technical writing – proposals, reports, memos; editing; publishing; pitching stories; interviewing; digital media marketing & SEO
- **International:** Current U.S. Passport, Valid Driver's License, Bilingual: English/Russian
- **Certifications:** Engineer-in-Training, First Aide, CPR and AED, Registered Yoga Teacher (RYT-200)