

Diana Wiebe

WORK EXPERIENCE

Communications & Program Manager

Ohio Legal Help | September 2020 - Present

- Spearhead and execute multichannel communications strategies to increase Ohio Legal Help's brand visibility and engagement
- Manage Board and Advisory Committee, create their work plans and facilitate strategic planning process
- Develop partnerships with organizations and government entities across the state to identify emerging and current legal needs of Ohioans
- Create and produce blog, publications and social media content to generate traffic to the website through SEO
- Monitor and analyze communications data through established metrics

Founder

WeBe Marketing & Design | August 2019 - Present

- Freelance communications consultant and graphic designer for small businesses, individuals and nonprofit organizations
- Projects include content creation, website design, logo and marketing material creation, social media management, brand development, data analysis and strategic planning consultation

Communications & Special Projects Associate

Ohio Access to Justice Foundation | August 2019 - September 2020

- In-house graphic designer, web designer, photographer & animator
- Drafted media releases, newsletters, and blog posts and created social media content
- Developed promotional communication materials in coordination with staff
- Collaborated with Executive Director on strategic planning and lead Power BI dashboard creation

Administrative Assistant

Ohio Access to Justice Foundation | August 2018 - August 2019

- Coordinated and streamlined a wide range of administrative, communication, and logistical services
- Provided support for the Deputy Director and General Counsel's daily activities and special projects
- Handled travel arrangements and executed events on behalf of the Foundation

CONTACT

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Pronouns: she/her/hers

EDUCATION

Ohio University 2012-2016

Bachelor of Science in

Journalism

Magna Cum Laude

PROFESSIONAL SKILLS

Web Design

Graphic Design

Social Media Strategy

Content Creation

Crisis Communications

Project Management

Media Relations

Photography/Video Editing

Event Planning

Strategic Planning

Microsoft Office Suite

Microsoft Power BI

Adobe InDesign

Adobe Illustrator

Adobe Photoshop

Movavi Video Editor

Sprout Social

PERSONAL SKILLS

Creative spirit

Reliable and professional

Organized

Team player

Fast learner

Motivated and passionate

SOCIAL

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