

Malina Suity

With an artist's eye, a storyteller's skill, and an historian's methodology, I am an effective independent worker as well as a team player who enjoys solving practical problems.

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Administrative Coordinator at Helbling & Associates, Inc.

Wexford, PA: June 2018 to Present

Supports recruitment team in document processing, data entry, audio transcription, proofreading, and research. Manages degree verification process and correspondence. Answers phones and transfers calls.

Customer Service Representative at Boy Scouts of America Laurel Highlands Council

Pittsburgh, PA: October 2017 to June 2018

Processed daily deposit of all incoming fees, donations, and office income. Answered phones and transfers calls. Took in paperwork and relayed information to visitors.

Marketing Specialist at Reed Smith LLP via Special Counsel Talent Services

Pittsburgh, PA: July 2017 to October 2017

Managed and facilitated all aspects of continuing education webinars globally.

Architecture Outreach Instructor at Carnegie Mellon University

Pittsburgh, PA: June 2017 to August 2017 (Part-time, temporary)

Assisted with classroom management and facilitation of community building and space planning themed activities at Pittsburgh Public Schools' Summer Dreamers Academy.

Office Manager / Marketing Lead at Lauren Levant Interior

Pittsburgh, PA: Nov 2015 to Mar 2017

Managed all office technical systems; researched and coordinated technical support solutions. Drafted client and marketing communications, and HR policies for startup firm.

Junior Architectural Historian at Skelly & Loy, Inc.

Pittsburgh, PA: Jan 2015 to Jan 2016 (Part-time, as-needed)

Assisted in researching and documenting historic properties for the cultural resources department of the engineering and environmental services consulting firm.

Preserve WV AmeriCorps Member at Main Street Fairmont

Fairmont, WV: Oct 2013 to Sep 2014 (Full-time, AmeriCorps service position)

Coordinated volunteer program, social media, and promotion of events. Supported event and program development and implementation.

Public Engagement

Chair at Borough of Sharpsburg Historical Commission

June 2017 to Present

Leads meetings. Advises commission members on preservation methods and priorities.

Oral Historian & Contributor at [Carving Community: The Landis-Hiroi Collection](#)

Nov 2013 to Present

Organized and conducted oral history interviews with two octogenarians. Managed recording sessions in Tennessee and Sendai, Japan. Contributor to interpretive blog.

Board Member & On-Site Staff at [Alpha, the Science Fiction, Fantasy, and Horror Workshop for Young Writers](#)

Feb 2019 to Present

Participates in weekly board meetings. Will attend and lecture at July 2019 Workshop.

Professional Skills

Writing
Editing
Research
Transcription
Multitasking
Prioritization
Organization
Customer Service
Information Interpretation
Technology Troubleshooting
Software Implementation

Technical Skills

Microsoft Office
G Suite (Admin Level)
Wordpress
Mail Chimp
Emma
Mailigen
Facebook
Instagram
Twitter
LinkedIn
On24 Webcasting
Sellwise Pro/CAP POS
Workable
Photoshop (Basic)
Audacity (Basic)
QuickBooks (Basic)

Education

University of West Florida
MA in Public History 2012

Ohio Wesleyan University
BA in English and
Medieval Studies 2008