

Chyenne Mallinson

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Portfolio: www.cmallinson.com

PROFESSIONAL EXPERIENCE

Change Consultant, Project Manager

Dec 2020-Present

Change Matrix, LLC, Virtual Company

- Served as project manager and communications manager across several projects, training and supervising project associates, developing work plans, creating marketing strategy, and writing reports.
- Coordinated two cohorts of the Leaders in Equitable Evaluation and Diversity professional development program, including recruitment, creation and management of the program budget, data collection, and program evaluation.
- Managed and collaborated with teams under the company's longest-standing federal project, liaising with government clients and providing digital resources, training opportunities, and virtual events to over 6,000 behavioral health community-based organizations across the nation.
- Led the creation and implementation of brand-new company and project-based branding, communications, and content management system strategies.
- Institutionalized standard operating procedures, project management tools, onboarding processes, and copyediting guidance across the organization.

Freelance Editor & Designer

Aug 2016-Present

Self-Employed

- Copyedited creative work, research, grant proposals, and web content.
- Designed digital media products including flyers, social media posts, and websites.
- Ghostwrote journalistic and non-fiction short-form literary work.

Bartender & Coach

May 2017-Mar 2020

Miller's Ale House, Estero/Miami, FL

EDUCATION

Florida International University, Miami, FL

Expected Graduation: March 2026

Master of Business Administration

Florida Gulf Coast University, Fort Myers, FL

Aug 2016-Dec 2019

Bachelor of Arts in English

SKILLS

Project Management • Program Design and Facilitation • Project Leadership • Evaluation • Cross-Cultural and Strategic Communications • Marketing Strategy • Copywriting & Editing

PROFESSIONAL ACTIVITIES & MEMBERSHIP

American Evaluation Association, Member (2024 – Present)

Women of Tomorrow Alumni Group (2016 – Present)