

Madison Starobin

Phoenix, AZ | (818) 216-3839 | madison.starobin@gmail.com | www.linkedin.com/in/madison-starobin

Resourceful communications professional with experience in internal messaging, content development, and cross-functional coordination. Skilled in executive support, project management, and writing across digital and print channels. Known for fast turnarounds, polished copy, and consistent brand voice.

KEY SKILLS

- Internal Communications
- Content Creation
- Email & Calendar Management
- Muck Rack/Cision
- Press Releases
- Media Relations
- Employee Messaging
- Microsoft Office/Box/Basecamp
- Social Strategy

EXPERIENCE

Communications Specialist, Summit Law, 2024 - 2025

- Manage internal email and scheduling for two managing partners, ensuring urgent items are addressed promptly.
- Coordinate meetings and communication with attorneys and clients.
- Draft and distribute engagement and closure letters.
- Support internal workflows (PO Box, paralegal tasks), improving turnaround times.
- Developed internal communications strategies to improve clarity and alignment across departments and leadership.
- Drafted and delivered 3–5 urgent internal alerts per day to attorneys and firm leadership regarding client emergencies and time-sensitive developments, ensuring swift response and coordination.

Customer Service Associate, Sandra and Leon Levine Jewish Community Center, 2023 - 2024

- Handled 75+ customer service interactions daily and promoted programs to boost engagement.
- Supported internal processes with scheduling, reporting, and front-desk communication.

Communication Intern, Chico Housing Action Team, Spring 2023

- Helped raise \$24K by supporting fundraising campaigns and crafting 50+ social media posts.
- Integrated news trends into messaging to boost relevance and visibility.
- Grew Facebook followers by 1,000+ through targeted content creation.
- Managed social media accounts (Instagram, Facebook, and TikTok).
- Designed flyers, graphics, and email templates using Canva and Mailchimp to support outreach campaigns.
- Assisted in developing a communications calendar and coordinated content across departments.

Mail Manager, California State University Chico - University Housing, 2022 - 2023

- Managed internal communications and scheduling across 14 staff members, including coordinating holiday hours and shift coverage.
- Created and distributed a semester-wide mailroom schedule, balancing staff preferences with operational needs.
- Supported internal systems by handling PO box routing, and high-volume mail delivery for 1,400+ residents.

Public Relations Account Executive, Tehama Group Communications, Fall 2022

- Led client meetings and served as primary liaison for campaign strategy.
- Created 45+ images and 15 reels while managing two content calendars.
- Used Basecamp to assign tasks, manage timelines, and centralize communication.

EDUCATION

Bachelors of Communication, California State University Chico 2023
Major in Public Relations, Deans List 8 consecutive semesters.