

## EXECUTIVE SUMMARY

Seasoned, versatile communication specialist known for generating and driving ideas from concept to execution in a variety of disciplines and industries, including financial services, legal, media, academic, and non-profit. Skills include

Strategic Communication Planning ■ Executive Communication Counsel ■ Media and Presentation Training ■ Speechwriting ■ Crisis Communications ■ Customer/Client/Shareholder Communications ■ Internal Communications ■ Social Media Content and Strategy ■ Copywriting /Copyediting ■ Legal and Academic Research ■ Media Relations

---

## PROFESSIONAL EXPERIENCE

**NCMORGAN.FREELANCE LLC**, February 2004-December 2006, June 2012-present

Denver, CO

### *FOUNDER/CHIEF EXECUTIVE WRITER*

- Established a writing, editing, and communication services company rooted in expertise, exceptional skills, and the ability to adapt style as needed. Projects include
  - Presentation coaching for data scientists and analytics executives at global management consulting firm
  - Executive communications, annual report, strategic plan, white papers for a \$240 million endowment
  - Investment proposals and presentations, client communications, and executive presentation coaching for an investment management firm with more than \$20 billion in assets under management.
  - Social media research and analysis for nationally recognized litigation consultants
  - Executive and academic speechwriting, video scripting, and presentation coaching
  - Business and leadership memoir co-authored with retired CEO of NYSE-traded company; legal research for a *New York Times* reporter's first nonfiction book
  - SEO web copy, social media, and publicity/marketing materials for small business owners
  - Copyediting for a biannual, peer-reviewed academic journal
- Created SAVVY SURFERS ([www.savvysurfers.net](http://www.savvysurfers.net)), workshops to help kids, tweens, teens, and parents develop and hone digital media literacy skills: analyze messages, balance risk and reward, navigate "new" media.

**QUEENS UNIVERSITY OF CHARLOTTE**

Charlotte, NC

### *INSTRUCTOR, JAMES L. KNIGHT SCHOOL OF COMMUNICATION, January 2009-May 2012*

- Designed and implemented undergraduate courses, including WRITING FOR COMMUNICATION; I KNOW WHAT YOU DID LAST SUMMER: PRIVACY IN THE INFORMATION AGE; MEDIA LAW & ETHICS; and SPORTS: ETHICS, MEDIA & LAW.
- Partnered with colleagues from Communication, History, and Art to create and lead "Digital Citizen" workshops, using the emerging study of digital media literacy to encourage informed and active citizenship.

**BANK OF AMERICA**

Charlotte, NC

### *SENIOR VICE PRESIDENT, EXECUTIVE COMMUNICATIONS, January 2007-October 2009*

- Led creation and execution of internal/external communication strategy for President, Global Consumer & Small Business Bank (60% BAC net income, 100,000 associates, 59 million households).
- Managed executive communications team for Consumer & Small Business Bank (CSBB); oversaw message development and delivery, including themes, issues, channels and metrics for internal CSBB events.
  - Researched and wrote scripts, speeches, and talking points, and prepared visual presentations for GCSBB president; collaborated with finance, product, distribution, and customer analytics teams.
  - Coordinated GCSBB senior leadership broadcasts, including live segments and video production; oversaw strategy and content of pilot program for push video / video on demand; emceed live Q&A for CEO's semi-annual broadcast.
  - Analyzed communications channels for audience reach (breadth and depth) to identify gaps and create solutions for more successful message dissemination.
  - Served as GCSBB liaison to LaSalle Bank acquisition / transition communications team.
- Oversaw investor and ratings agency presentation development with finance and business line partners.
- Designed executive visibility campaign, including negotiation of external speaking opportunities and event management; researched, wrote and edited scripts, speeches and presentations; collaborated with media relations team to place interviews and publicize speeches and events as appropriate.

- Major external events included The Federal Reserve Hearings on Bank of America Acquisition of Countrywide Financial Corporation, Financial Services Roundtable, Committee of 100 Annual Conference, The Consortium for Graduate Study in Management, National Urban League Equal Opportunity Day Annual Dinner, University of Texas McCombs School of Business Distinguished Speaker Series, U.S. Hispanic Chamber of Commerce Annual Convention, Junior Achievement U.S. Business Hall of Fame, Harvard Business Publishing's *50 Lessons*.

**DOUBLEDAY BROADWAY PUBLISHING GROUP, A Division of Random House, Inc.**

New York, NY

*PUBLICITY MANAGER, DOUBLEDAY RELIGIOUS PUBLISHING, July 1999-May 2000*

*SENIOR PUBLICIST, BROADWAY BOOKS, November 1997-July 1999*

- Selected as first publicity manager of Doubleday Religious Publishing Division; led visibility and communications efforts for publishing program during time of consolidation and small press acquisitions.
- Led promotional campaigns for a range of fiction/non-fiction books, including numerous national bestsellers. Authors included Archbishop Desmond Tutu, Pulitzer Prize winner Garry Wills, humorist Bill Bryson, Olympian Mary Lou Retton, and NCAA coaches Pat Summitt, Gene Stallings, and Tom Osborne.

**GOLDBERG MCDUFFIE COMMUNICATIONS, INC.**

New York, NY

*PUBLICIST, August 1995-November 1997*

- Organized various aspects of media campaigns for books, magazines, and new media at boutique public relations firm specializing in promotions for authors and publishers.

---

ACADEMIC EXPERIENCE

**COLUMBIA UNIVERSITY SCHOOL OF LAW, J. D., February 2004**

New York, NY

Inter-disciplinary study with the Columbia Graduate School of Journalism

*COLUMBIA JOURNAL OF LAW & THE ARTS, Articles Editor, 2002-2003*

Admitted to North Carolina Bar, *February 2004*

**Honors:** Robert Noxon Toppan Prize (for excellent examination in Constitutional Law), *2001*  
Public Service Fellowship, *2001*, Harlan Fiske Stone Scholar, *2001, 2002, 2003*

**PRINCETON UNIVERSITY, A. B. in Comparative Literature, May 1995**

Princeton, NJ

Concentration in 20<sup>th</sup> century Spanish and Russian literature

Thesis: "Unveiling a Spanish Socialist Realism: The exile and literary devolution of César Muñoz Arconada"

**Awards:** 1942 Horton-Elmer Fund Grant, Russian Studies Department Grant, Dean of the College Grant, *1994*

---

COMMUNITY INVOLVEMENT

- Project Angel Heart (Denver, CO), a non-profit that prepares and delivers nutritious meals to Coloradans with life-threatening illnesses, *National Charity League Liaison and Volunteer, 2017-present*
  - Denver South High School (Denver, CO), *PTSA and Community Liaison Volunteer, 2016-present*
  - One St. Anne's (Denver, CO), the diversity and inclusion committee of the St. Anne's Episcopal School Board of Trustees, *Communications Chair, 2016-present*
  - Princeton University Class of 1995, *Alumni Secretary 2015-present, Alumni Schools Committee 2006-present*
  - Wonderbound (Denver, CO), an American dance company committed to the development and sharing of collaborative artistic experiences, *Kindle (community advisory committee) 2014-2018, Co-Chair 2016-2018*
  - Girls on the Run of the Rockies (Denver, CO), *Site Liaison and Coach 2013-2016*; Girls on the Run of Mecklenburg and Cabarrus (Charlotte, NC), *Coach 2011-2012*
  - Lakewood Preschool Cooperative (Charlotte, NC), a five-star, tuition-free preschool and family support program serving Charlotte's fragile neighborhoods, *Board of Directors 2005-2012, Chair 2011-2012*
-