

Donovan Burba

EXPERIENCE

Internal Communications Contractor, March 2022 – present

Mattress Firm, Portland, OR (remote)

- Writes and edits employee spotlights, news, features, and DEI and executive communications for more than 10,000 employees nationwide
- Leads content development and distribution of three weekly e-newsletters for corporate and sales employees
- Helped launch the BEDpost, a new intranet that provides a hub for employee resources and engagement

English Content Editor, July 2018 – March 2022

Qatar National Library, Doha, Qatar and remote

- Managed content for print and digital publications, website, external and internal communications, event collateral, and other institutional needs
- Led internal communications strategy and execution, including staff newsletters, executive-level presentations and speeches, and internal emails and other messaging
- Collaborated with designers, writers, translators, and colleagues in other library departments
- Developed in-house style and writing guide and led staff workshops to ensure proper messaging, voice, tone, and consistency across all communications

Account Manager, July 2016 – June 2018

BLJ Worldwide, Doha, Qatar

- Worked closely with clients in the education, healthcare, and energy sectors to create and execute communications and public relations strategies
- Created communications plans, key messages, speaking points, and other foundational materials
- Wrote and reviewed press releases, op-eds, and feature stories

Publications Manager, May 2013 – December 2015

Northwestern University in Qatar, Doha, Qatar

- Oversaw and executed the planning, writing, editing, design, production, and distribution of Northwestern University in Qatar publications
- Publications included annual reports, conference programs and reports, white papers, budget reports, and other projects to serve Northwestern University's goals in Qatar and on main campus

Content Director, February 2010 – April 2013

Imagination Publishing, Chicago, IL

- Developed editorial strategy and managed content creation for magazines, executive-level white papers, case studies, and annual reports
- Collaborated closely with clients, including both commercial companies and professional associations, to create new avenues for content distribution and ensure consistent, accurate messaging across channels

Writer and Editor, February 2008 – August 2008

North Charles Street Design Organization, Baltimore, MD

- Wrote and edited strategic marketing materials for university clients

Reporter, October 2004 – July 2007

Concord Monitor, Concord, NH

- Wrote game, feature and analysis articles with a focus on local sports

CONTACT

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EDUCATION

University of Chicago

Master of Arts, Social Sciences

September 2008 – August 2009

University of Iowa

Bachelor of Arts, English

August 2001 – May 2004

SKILLS AND EXPERTISE

Content strategy and development

Writing and editing

Internal communications

Executive communications

Project management

Print and digital publishing

Content management systems

Social media content creation

Public relations

Marketing

Brand development and execution

Style guide creation

Client relations

Collaboration and mentorship

Interviewing and reporting

HONORS

Top 10 honoree, 2007 Associated Press Sports Editors' writing competition for explanatory reporting

Winner, 2009 Patricia Lynn Baker Prize winner for the outstanding paper that uses social science knowledge to improve human welfare and promote social reform