

Andrea Susan Anderson

Career Summary

Extensive writing, editing and production experience for newspapers and online media
Excellent news judgment and ability to distill broad news subjects into crisp summaries
Deep understanding of the needs, focus and operations of media and audiences
Comfortable working under tight deadlines and able to manage multiple projects

Experience

Communications Director/Public Information Officer

Township of West Orange, West Orange, N.J.

Feb. 2015 – present

- Establish internal and external information and public relations standards, goals, priorities, and operational plans for mayor's office, police and fire
- Develop communications programs and activities
- Manage relationships with news media
- Write and edit material for the news media and public
- Handle crisis communications

Education:

University of Pennsylvania, Philadelphia, P.A.

Master of Liberal Arts, Anthropology and Media

The City University of New York, Brooklyn, N.Y.

Bachelor of Arts, Journalism

Volunteer activities: interviewer, **University of Pennsylvania**; member, **Society of American Business Editors and Writers**

