



Erin Maher

LICENSES & CERTIFICATIONS

Learn HTML Certificate of Completion

Codecademy

Issued Feb. 2022

10 & Under Tennis Instructor

Professional Tennis Registry (PTR)

Issued Sep. 2016

Credential ID: 94561

VOLUNTEER EXPERIENCE

Tennis Instructor, Adapted MS Program

HERO, INC, Greenburgh, NY

March 2016 - Present

www.erinmaherwrites@gmail.com

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Westchester County, NY

EXPERIENCE

Program Specialist, Web Editing

July 2019 - Present

The County of Westchester

- Update and maintain westchestergov.com and all 42 affiliated sites using Joomla! Content management system and HTML coding
- Publish articles, build web pages and copy edit all content on website
- Ensure all web pages are ADA compliant using JAWS reader and up to AP Style and county standards

Freelance Reporter and Social Media Manager

December 2016 – January 2022

The Westchester Examiner, Examiner Media

- Covered local community news and events for weekly paper
- Managed and grew the Examiner's Instagram followers by 67% in four months
- Established tone and best practices for Instagram posts and management
- Assisted in developing social media campaigns for Examiner+ roll out

Content Producer/Editor, Corporate Communications

June 2017 – July 2019

United States Tennis Association (USTA)

- Created compelling, high-quality content for USTA.com as well as USOpen.org
- Created editorial content calendars and coordinated with the marketing and social media departments for content publishing
- Updated and maintained USTA.com and USOpen.org utilizing adobe, American Eagle and IBM

Administrative Assistant, IT & Procurement

May 2016 – June 2017

The New York Mets

- Coordinated meetings, travel, and acted as the point of contact for notifications for stadium access for projects taking place at Citi Field by third parties

Associate, Special Events

September 2015 – May 2016

The Wildlife Conservation Society

Administrative Assistant, Pro Circuit

August 2014 – September 2015

United States Tennis Association (USTA)

Freelance Writer & Blogger

October 2013 – May 2014

ShopSmart Magazine, Consumer Reports

Editorial Intern

May 2013 – August 2013

ShopSmart Magazine, Consumer Reports

Editorial Intern

January 2013 – April 2013

Prevention Magazine, Rodale Inc.

Editorial Intern

Winter 2013

Westchester Magazine, Today Media

EDUCATION

St. Thomas Aquinas College, Sparkill, NY

Bachelor of Arts in English, Magna Cum Laude, Graduated May 2013