

Michael J. Risinit

mikerisinit@optonline.net • 914-589-4705 • Wappingers Falls, NY 12590

www.linkedin.com/in/mikerisinit

Summary

Experienced communications and administrative professional with science/ecology background who meets deadlines. Skilled at compiling and editing reports and other documents while also overseeing other projects. Can write for the web or printed material and cultivate an online presence.

- Writing
- Multiple Project Management
- Research
- Interviewing
- Social Media
- Administrative duties

Professional Highlights

Content Creation

- Edited and formatted multiple annual reports, presentations, and materials for outreach events.
- Edited monthly newsletters.
- Created and maintained blogs and a social media presence that helped drive website traffic.
- Prepared reports for print and web.
- Operated several content management systems.

Organization and Administration

- Functioned successfully as part of a team and individually.
- Managed annual summer intern program.
- Managed response to customer correspondence and Freedom of Information law requests.
- Collaborated on managing a team tasked with daily assignments.
- Developed relationships with information suppliers and customers.

Analysis and Investigation

- Conducted interviews on technical topics.
- Researched and evaluated data to develop stories and other content.
- Communicated with individuals of diverse backgrounds in search of information.
- Collected information from online databases, government records and other sources.

Employment History

Reporting and Publications Assistant, NYC Department of Environmental Protection • Grahamsville, NY • (2016-present)

The agency manages one of the world's largest municipal water supply systems.

Staff Writer, The Journal News/Lohud.com • White Plains, NY • (1998-2014)

Part of the largest newspaper publishing group in the U.S. and an international media company.

Scientist, NYC Department of Environmental Protection • Valhalla, NY • (1992-1998)

The agency manages one of the world's largest municipal water supply systems.

Education

Master of Science in Journalism, Iona College – New Rochelle, NY

Bachelor of Science in Wildlife Management, University of Maine – Orono, ME