

GREGORY GEE

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Experience

Cheniere Energy | Houston, Texas

Analyst, Communications, June 2023-present

Communications Specialist (via Connective Talent) Jan. 2023-June 2023

- Maintained intranet in SharePoint, including writing and editing articles, creating graphics and publishing events
- Managed employee messaging through designing digital screens and email templates
- Developed communications plans to support business unit goals, including a production timeline and deliverables
- Collaborated with leaders to plan employee events

World Vision U.S. | Houston, Texas

Communications Program Officer, June 2019-Dec. 2022

- Collaborated with program managers to create donor-facing reports that included project updates, photos and impact stories
- Drafted and executed production timelines for donor-facing reports
- Reviewed and edited content for grant applications/proposals, intranet articles and presentations
- Assisted in planning external engagement events to promote technical programming
- Developed social media messages to amplify technical programming
- Supported senior leadership communications, including coordinating bimonthly newsletter, developing talking points and editing presentations

Chinese Community Center | Houston, Texas

Fund Development Manager, Nov. 2018-June 2019

- Worked closely with CEO to develop new corporate and community partnerships
- Coordinated logistics and marketing for Lunar New Year Festival, an annual cultural community-wide event that drew nearly 7,000 attendees
- Maintained relationships with board of directors, as well as community leaders and partners

Marketing Manager, July 2018-Nov. 2018

- Developed and executed Fund Development strategies for marketing, public relations and events
- Oversaw marketing and public relations activities, as well as maintained website and social media channels
- Ensured agency-wide implementation of consistent brand guidelines and printed projects
- Assisted with implementation and day-to-day operations of cultural and outreach projects, including annual gala and United Way campaign
- Created and distributed electronic quarterly newsletter

Collaborative for Children | Houston, Texas

Communications Specialist, Oct. 2016-July 2018

- Created and distributed electronic newsletters and collaborated with staff on message content and use of images/video
- Maintained website and social media channels
- Coordinated and developed marketing materials, including editing and printing
- Drafted and edited 2017 and 2018 annual reports
- Conducted interviews with clients to create feature stories
- Developed communications plans to enhance marketing of programs and other agency services

CenterPoint Energy | Houston, Texas

Communications Specialist, July 2012-Sept. 2016

- Created and organized communications for company-sponsored events, including United Way annual campaign, Power Tools for Nonprofits Conference and other company-wide fundraisers, using company tone and style guide
- Managed internal message distribution from executive leadership and other business units for nearly 7,000 employees
- Collaborated with staff across different business units to create effective employee messaging
- Wrote and edited articles for employee newsletters (print and digital) and intranet
- Developed and executed communications plans to increase visibility and understanding of business unit goals and messaging
- Created and organized Corporate Citizenship Report that highlighted 2013, 2014 and 2015 company-wide community involvement
- Maintained company intranet through SharePoint

Graphic Design Specialist, Jan. 2009-July 2012

- Collaborated with project managers to design internal communication pieces for company-wide events and fundraisers, including T-shirt designs, recognition cards, fliers, posters, brochures, newsletter graphics and web elements
- Created marketing communication materials using brand guidelines for newspaper, magazine and website advertisements
- Organized and coordinated printing with vendors

Education

Texas A&M University | Bachelor of Arts, Communication
Minor in English | Dec. 2008, College Station, Texas

Skills

Professional: branding, copywriting, editing, project management, event planning

Technical: Adobe Creative Suite, AP Style, Mac and Windows proficient, Microsoft Office, social media management

Certifications

Poynter ACES Certificate in Editing, Poynter Institute

Digital Marketing, eCornell