

Ella Faith Albano

Boston, MA 02120 | (701) 412-4225 | albano.e@northeastern.edu | <https://www.linkedin.com/in/ellafaithalbano/>

EDUCATION

Northeastern University

Boston, MA

Candidate for Bachelor of Science in Business Administration and Communication Studies

May 2027

Concentration: Marketing Analytics & Brand Management

GPA: 3.45

Relevant Coursework: Marketing Research, Quantitative Analysis of Consumer Data, Journalism, Brand Management

Activities: NU Marketing Association, Filipino Intercollegiate Networking Dialogue, Barkada, Scout

Study Aboard: Northeastern University London

September 2022-May 2023

PROFESSIONAL EXPERIENCE

Fidelity Investments

Boston, MA

Communications Associate Co-op

Jul 2025-Dec 2025

- Executed daily internal and external communications cross-functionally for seven emerging businesses, providing GTM strategies and branding messaging
- Acted as the point of contact for both client and internal events, ensuring all logistics were carried out timely
- Created and delivered a strategic social media playbook to business unit leadership, providing standardized guidelines and best practices to ensure cohesive brand messaging and engagement strategies

Boston Ballet

Boston, MA

Studio Administrator and Operations Co-op

Jun 2024-Dec 2024

- Provided support to three departments in relation to long-term projects encompassing marketing, retention, and program development resulting in increased brand awareness and a 72% retention rate of dancers
- Assisted administrative personnel with operational responsibilities and event management coordination
- Coordinated with the Manager of School Operations to ensure the smooth execution of classes and activities, acting as main point of contact for all questions and concerns

Dakota Medical Foundation

Fargo, ND

Intern

May 2023-Aug 2023

- Assisted in the analysis of financial statements, ensuring information was accurate and reported findings to CFO
- Filed and organized 100+ personnel and accounting papers, which resulted in streamline file management
- Supported 10 employees across several departments weekly with clerical and administrative duties

ADDITIONAL EXPERIENCE

Scout

Boston, MA

Operations Director

Jun 2025-Present

- Directs financial operations and budget planning, ensuring fiscal responsibility and organizational sustainability
- Manages on-boarding, off-boarding, and operational maintenance systems and software for Scout
- Collaborates with Executive Director to establish organizational priorities and operationalized vision by coordinating cross-functional implementation efforts to ensure measurable progress toward institutional goals

Northeastern University Marketing Association

Boston, MA

Vice President of Member Outreach

May 2024-Dec 2025

- Crafted and published LinkedIn posts summarizing key takeaways and outcomes from each general meeting to increase engagement and promote organizations awareness
- Conducted satisfaction surveys from 40+ members to gain insight for continuous improvement
- Compiled, analyzed, and generated monthly reports based on survey statistics, presenting results to board members and implement data driven solutions to increase member enrollment resulting in an 38% increase

SKILLS AND INTERESTS

Skills: Microsoft Suite (Proficient) WordPress, Adobe Premiere, Docuware, GP Dynamics, Python, R/RStudio, Sprout

Interests: Data Analysis, Event Planning, Administration, Social Media, Musical Theater, Travel, Dance