

Linda Purvis

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Professional Summary

Communications and digital media specialist with 20+ years of experience supporting federal, local government, and nonprofit organizations. Expertise includes social media management, digital content creation, graphic design, video editing, and website platform management.

Experienced in managing projects from concept through delivery, coordinating across teams and stakeholders, and producing clear, public-facing content from complex information. Comfortable working independently in fast-paced, multi-platform environments while maintaining accuracy, consistency, and deadlines.

Core Skills

Communications & Content

- Social media management (Facebook, Instagram, X, LinkedIn, YouTube)
- Digital content creation (graphics, messaging, video)
- Public outreach and communications
- Content planning and publishing

Design & Media

- Adobe Creative Suite
- Adobe Express
- Canva
- Video editing and content production

Platforms & Tools

- WordPress, Webflow, Squarespace, GoHighLevel
- Mailchimp, iContact, MailerLite
- Multi-platform content publishing and management

Project & Workflow Coordination

- Managing projects from concept through delivery
- Coordinating across teams, clients, and stakeholders

- Handling content approvals and revisions
- Organizing digital assets and workflows

Professional Experience

Public Affairs Specialist (Digital Media & Communications)

U.S. Environmental Protection Agency (EPA), Region 4 - 2022 to 2026

- Manage digital communications and social media for a multi-state federal region
- Create and publish content across platforms, including graphics, messaging, and video
- Coordinate with program teams, leadership, and subject matter experts to produce accurate public-facing content
- Translate technical environmental information into clear, accessible messaging
- Manage content workflows, approvals, and deadlines within a complex organization
- Support time-sensitive and high-visibility communications

Communications & Digital Media Support (Contract)

Legal Marketing (Laura Lee Sparks / Legal Marketing Maven)

- Create and manage digital content for estate planning attorneys across web and social platforms
- Design graphics, social media posts, and marketing materials
- Upload and maintain website content across WordPress, Webflow, Squarespace, and GoHighLevel
- Manage email campaigns across various CMS platforms
- Handle multiple client accounts, deadlines, and content updates simultaneously

Biologist, Communications, Outreach & Program Support

U.S. Army Corps of Engineers (USACE) - 2014 to 2022

- Supported public outreach and communications initiatives
- Built and maintained relationships with community partners and stakeholders
- Developed communication materials to support public awareness efforts
- Assisted with coordination of outreach programs and engagement activities

Education

Master of Science, Integrative Biology
Kennesaw State University

Bachelor of Science, Biology (Minor: Chemistry)
Dalton State College