**First and Last Name**

Address | Phone | Email

# EDUCATION

**State University of New York at New Paltz** May 2020

*Bachelor of Arts* *Journalism |* *Minor: Digital Media Production*

# SKILLS

* **Software:** Avid Media Composer, basic knowledge of Adobe Premiere
* **Hardware:** DSLRs, Audio Field Recorders
* **Technical:** Microsoft Office, Google Drive, Social Media (Facebook, Pinterest, Twitter)
* **Languages:** Spanish (Working Proficiency)

# RELEVANT EXPERIENCE

The New Paltz Oracle, Official Student Run Newspaper Fall 2016-Present
 ***Writer and Editor***

* Fulfill multifaceted duties that included reporting, news/feature writing, researching, fact-checking, proofreading and headline/cutline writing
* Singled out as one of the most prolific writers and productive story contributors among reporting staff
* Provide compelling coverage of both anticipated and spontaneous news for print and online media
* Earn commendations for excellence in writing, reporting, photojournalism and infographics

Downtown Community Television, Manhattan, NY

***Assistant Director*** Jul 2019-Aug 2019

* Collaborated with production team to develop and produce original fiction content ideas
* Oversaw progress of production schedule and reminded directors of shot list schedule on set

NYC Lean In, Manhattan, NY

***Journalist Intern*** Jul 2018-Aug 2018

* Conducted and recorded weekly telephone interviews with members of *NYC Lean In*
* Wrote and submitted weekly articles for online publication in a timely manner

# CAMPUS LEADERSHIP

Union Programming Council, New Paltz, NY Sept 2017-Present

***Event Historian***

* Provide photography coverage of on-campus club events for the Union Programming Council
* Plan and execute programs for the college campus
* Maintain the club’s social media presence through Twitter and Facebook

Center for Student Development

***Student Assistant*** Jan 2016-May 2016

* Provided secretary with administrative assistance for various job tasks including filing documents

Educational Opportunity Program

***Peer Mentor*** Aug 2016-Dec 2016

* Established and maintained relationships with mentees during their transition to college life
* Served as a liaison between advisors and students, and promoted academics and lifestyle balance

 SUNY New Paltz Residential Life

 ***Secretary, Hall Government*** Sept 2016-May 2016

* + Organized and facilitated programs in the residence hall in an effort to build community
	+ Attended weekly hall government meetings and recorded minutes