

PROFILE

Deadline driven future journalist who prides themselves on delivering quality written or edited content. Ability to meet deadlines on any project. Goal is to use exceptional writing and copywriting skills to find a position at a newspaper or media site in hometown, and eventually to work for a major media company.

PROFESSIONAL EXPERIENCE

Part-Time Editorial Assistant

Wilkins and Wilkins, New York, NY | September 2018 - August 2019

- Copyedited law briefs
- Copyedited public relations materials
- Polished final drafts of speeches given by firm's partners
- Wrote press releases

Sales Associate and Baker

George's Pizza, New York, NY | September 2016 – August 2018

- Greeted customers and took their orders
- Developed culinary skills
- Performed basic cashier functions
- Helped create and write store's promotional material

EDUCATION

Master of Science, GPA 3.85

Columbia University Journalism School, New York, NY
September 2016 - June 2020

- Appointed assistant editor in 2019, The Bronx Beat, Columbia Journalism School's student print and online newspaper

KEY SKILLS

- Critical thinker
- Attention to detail
- Excellent writing and editing skills
- Administrative duties included selection and assignment of stories
- Coordinated redesign of newspaper's Facebook page
- Worked with data analysis software for data-driven stories
- Knowledge of content management systems