

# First Last

Address  
Number  
E-mail  
Link (portfolio)

## EDUCATION

- BA in Mass Communication (2013 - present)
- University of the Unicorns
- GPA: 3.64/4.0
- May 2017
- Dean's honor list (first semester, 2013-2014)
- AB Communication (2012 - 2013)
- Rainbow Institute of Technology
- Dean's honor list (2012-2013)

## RELATED COURSEWORK

- Newswriting
- Broadcast Writing
- Speech & Performance
- Photography
- TV Production - Direction
- Economics
- Audio Procedure & Operations
- Development Communication
- Political Science

## SKILLS & TOOLS

### CREATIVE

- CONTENT DEVELOPMENT
- SOCIAL MEDIA
- PR/MEDIA RELATIONS
- ANALYTICS
- DESIGN

### COPYWRITING

- Editorial Writing
- Proofreading
- SEO, HTML
- Social Media & Blogging

### POST-PRODUCTION SOCIAL MEDIA

- Adobe Photoshop
- Facebook
- Adobe Audition
- Twitter
- Adobe Premiere Pro
- Instagram
- Adobe After Effects
- Blogger
- Adobe Illustrator
- Wordpress
- Final Cut Pro
- iMovie
- Sony Vegas

### OFFICE TOOLS

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Publisher
- Microsoft Access

### CONTENT DEVELOPMENT

- HTML
- Search Engine Optimization (SEO)
- Keywords

### VIDEO/AUDIO PRODUCTION

- Nikon D3100
- 18-55 mm lens
- 55-200 mm lens
- 50 mm lens
- Lav Microphone

## PUBLIC RELATIONS, MARKETING & EVENTS MANAGEMENT

### EXECUTIVE DIRECTOR

- Film Festival ● December 2014 – present
- ✓ Supervises the entire operation: planning, sponsorship, publicity, production, logistics, and screening

### ACCOUNTS MANAGER

- Startup Company ● April – September 2014
- ✓ Recognized as an *outstanding employee (Star Employee)*
- ✓ Established customer service department
- ✓ Devised communication protocols between departments
- ✓ Created *over 50 sales reports a day* for the projects management team
- ✓ Monitored *over 60 sales output daily*
- ✓ Standardized pitching, retention, customer support, and quality assurance

### ASSISTANT EVENT MANAGER

- (Regional high school debate tournament) ● August 2014
- ✓ Administered operation for *over 400 participants*

### CROWD CONTROL STAFF MEMBER

- Film Festival Again ● November 2014
- ✓ Devised crowd control plans for *over 500 guests*
- ✓ Provided assistance to guests throughout the event

### ORGANIZING COMMITTEE HEAD

- (Open debate tournament) ● December 2013
- ✓ Managed logistics and socials for *over 500 participants*

### TRAINER, OPERATIONS HEAD

- (Regional high school debate tournament) ● July - August 2013
- ✓ Trained *over 400 public high school students* parliamentary debate format
- ✓ Managed program for *over 400 participants*

### RESEARCHER, SCHOLAR

- NGO ● July - August 2013
- ✓ Conducted community-based research, and *recognized for a certain study*, an anti-flood system, with an NGO
- ✓ *Awarded Personal Excellence Medal*, the highest recognition given to the best researcher

## JOURNALISM & BROADCAST EXPERIENCE

### REPORTER, DISC JOCKEY, PRODUCER

- (University station) ● August 2014 - present
- ✓ Provides daily news briefs to campus community
- ✓ Produces public service announcement, and commercials for clients
- ✓ Produced studio conversation programs: *Program one and program two*

### SCRIPTWRITER, DIRECTOR

- Radio Show ● August 2011 – August 2012
- ✓ Wrote and directed *Script 1* and *Script 2* for radio station's regional radio show on native culture

### LAYOUT EDITOR

- Yearbook ● December – March 2012
- ✓ Designed the layout with *Adobe Photoshop* and *Microsoft Office*

### WRITER

- (Campus Publication) ● March 2011 – March 2012
- ✓ Wrote monthly editorial on LGBT and bullying