

skills

Microsoft

Word, Excel, PowerPoint, Visio Google

Docs, Sheets, Slides, Forms

Adobe

Premiere, Indesign, Photoshop

Social Media

Instagram, Facebook, Twitter

Web Design

WordPress, GoDaddy

Associated Press Writing Style

Communication

Slack, Asana, Outlook

education

Syracuse University 2018-2022 GPA: 3.645

S.I. Newhouse School of **Public Communications**

BS Magazine Journalism

Maxwell School of Citizenship & Public Affairs

BA Citizenship & Civic Engagement

Whitman School of **Management** Business Minor

awards

Maxwell Dean's List Newhouse Dean's List

activities

The Women's Network

Women in Communications Gamma Phi Beta

First Year Players

Ottothon

experience

Editor in Chief, Baked Magazine

May 2021-Present Syracuse, New York

· Manages Baked's editorial staff communication through Slack, Zoom and email and is recruiting editors, writers, designers and photographers.

 Facilitates pitching, writing and creative design for both print and digital sides of the publication. Ensures staff is meeting deadlines and the magazine's voice is consistent and lively across platforms.

Editorial Intern, New Jersey Digest

May 2021-Present Hoboken, New Jerséy

• Responsible for pitching, writing and reporting articles weekly for the magazine's print and digital publication using AP Style. Experience interviewing sources, researching topics, and editing fellow interns' and freelance stories.

 Gains experience working in a newsroom with programs such as WordPress, Asana, and Slack along with learning how to improve SEO.

Social Media & Administrative Intern, Right Execuative Search

May 2021-Present Bergan County, New Jersey

• Designs graphics for social media and job posts along with drafting captions. Increase audience engagement through polls, interactive content, and hashtags.

• Consults with firm leaders to aid with recruiting on LinkedIn and other professional platforms. Helps create job postings.

Communications & Social Media Intern, Day One NY New York, New York

May-September 2020 • Maintained Day One's social media platforms by creating weekly posting schedules for their Facebook and Twitter accounts. Researched and analyze data related to domestic violence, race, social justice issues, and COVID-19.

• Pitched and wrote blog posts for Day One's blog and edited submitted posts.

Assistant Editor, Baked Magazine

Syracuse, New York

December 2020-May2021

- Wrote and edited stories for the print and digital publications.
- Line and copy edited articles, draft creative headlines for stories and social posts, and help writers with sourcing.

Administrative Vice President, Gamma Phi Beta

Syracuse, New York

November 2020-Present

- Manages administrative affairs for the chapter of over 160 members.
- Handles all internal chapter communications, creates a yearly calendar of chapter meetings, overseeing a standards committee, leads regular department meetings, monitors department budget, and sets goals with executive officers.

Digital Staff Writer, Jerk Magazine

Syracuse, New York

August 2019-December 2020

• Pitched and wrote articles bi-weekly for the digital publication. Specifically produced culture, wellness, and political content. Gained experience interviewing sources, meeting deadlines, and researching relevant topics.

Blog Writer, The Women's Network Syracuse

Syracuse, New York

June 2020-December 2020

 Pitched blog post ideas, covered various speaker events about networking, internship and professional experience, and career advice.

contact

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