

FIRST NAME LAST NAME

Phone Number

City, State

Email@email.com

EDUCATION

University name, Class of 2016 | B.A. in Applied Communications Studies, Minor in Journalism

EXPERIENCE

City Reporter

Current employer | Jan. 2019 - Present

- Research, report, and write stories for a daily newspaper with a print circulation of 10,000 plus 8,000 digital subscribers
- Coverage areas include: City government, local elections, public works projects, housing and development, business stories, transportation, the COVID-19 pandemic, features and breaking news
- Shoot, edit and produce videos for news stories using Final Cut Pro and Adobe Premiere Pro
- Script, host, and edit episodes of (News Video), a weekly news video that routinely gets 200+ views
- Promote news stories through the (Current employer's) social media channels including Facebook (91,000 followers) and Twitter (27,400 followers)
- Build relationships with sources including local government officials, community groups, non-profits, and members of the public
- Collaborate with colleagues to plan long-term projects and local news coverage on relevant issues

General Assignment Reporter

Current employer | June 2016 - Dec. 2018

- Reported and wrote multiple stories a week on a broad range of topics including local government, transportation, breaking news, and feature stories
- Interviewed sources from a variety of state and local agencies plus members of the public
- Collaborated with team members on in-depth reporting projects

SKILLS

- Research and interviewing
- Multitasking and prioritization
- Social media promotion and SEO
- Deadline-oriented time management
- Final Cut Pro & Adobe Premiere Pro
- (Current company) Content Management System
- Associated Press Style
- Microsoft Office Suite & Google Suite

REFERENCES

Name

Title

Phone | Email

Name

Title

Phone | Email