

John Doe

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EDUCATION

University of Massachusetts Amherst

B.A., Journalism, Political Science: August 2018–May 2022

- Member, Pi Sigma Alpha — National Political Science Honor Society

WORK

Podcast Production Company — Omaha, Nebraska (Remote)

Content Writer, Podcast Editor: September 2022–Present

- Edited several podcasts, one monthly and three weekly, using Adobe Audition.
- Wrote comprehensive show notes for podcasts.

Local Newspaper — Hartford, Conn.

Staff Writer: June 2022–Present

- Reported on general news, business and politics and wrote long-form, investigative pieces on community members and issues.

News Reporting Intern: January 2022 - May 2022

College Newspaper — Amherst, Mass.

Assistant News Editor / Podcast Producer: January 2020–May 2022

- Worked as a multimedia reporter and editor at the student-run, independent newspaper of the University of Massachusetts.
- Hosted and produced a weekly podcast recapping campus and local news.

CLUBS

Philosophy Debate Team — Amherst, Mass.

Treasurer: August 2022–May 2022

- Managed finances of the debate team and worked with leadership to plan funding for trips to debate tournaments.

Member: August 2018–August 2022

- Debated as part of a team and learned public speaking skills.

SKILLS

Editorial: Fluent in AP style, works well on deadlines, strong and detail-oriented writer and determined researcher.

Technical: Experience using Wordpress, Microsoft Office, Adobe Audition, Adobe Photoshop and Adobe InDesign. Understands SEO best practices. Strong photography skills. Skilled in podcast production and audio editing.

Interpersonal: Strong interviewer, great collaborator, driven, works well under pressure and team-oriented.