**EXPERIENCE**

**Internet Corporation for Assigned Names and Numbers (ICANN),** http://www.icann.org/  
*Media & Marketing Coordinator (Promoted from Intern after 1 year) August 2009–present*

* Manages, writes, and designs icann.org homepage content, with the intention of increasing its creativity and highlighting its news value
* Reaches out to media and responds to journalists’ enquiries, either arranging interviews or acting as a company spokeswoman
* Maintains and improves ICANN’s media contact database; generates press interest in ICANN
* Researches, develops, writes, and edits a variety of publications, including press releases, advertisements, online announcements, fact sheets, and informational brochures
* Supports the Director of Marketing & Outreach in establishing the ICANN marketing division
* Assisted in scripting training modules and presenting hands-on training sessions in Microsoft Office skills and tools to ICANN staff

**Manhattan Beach Patch**, http://www.patch.com/  
*Contributing Writer August 2010–present*

* Reports, writes, and edits news stories and features

**Neon Tommy**, http://www.neontommy.com/  
*Contributing Writer April 2010–present*

* Published op-ed feature

**Campus Circle Newspaper**, http://www.campuscircle.com/   
*Contributing Writer March 2010–present*

* Published investigative feature in March 8, 2010 issue

**Angelingo Online Magazine**, http://angelingo.usc.edu/  
*Editor, Blogger, and Published Author January 2008–May 2010*

* Solicited writing submissions from authors and edited submissions for their content and copy
* Managed contributing freelance writers, artists, and photographers
* Researched and wrote content-rich Wordpress blogs promoting culture and events in L.A.
* Collaborated with a team to conceptualize, create, & edit the magazine’s interactive website
* Promoted the publication through event coordination and social networking tools outreach

**For Your Art**, http://losangeles.foryourart.com/  
*Editorial and Public Relations Assistant September 2008–January 2009*

* Researched, wrote, and edited press releases for company projects and clients
* Researched and checked facts online and over the phone for publications, news, and events
* Built professional relationships with businesses and galleries to promote and distribute publications
* Assisted with set-up, guest list, and guest care at social and promotional events

**USC Davis School of Gerontology**, http://www.usc.edu/dept/gero/news.shtml*Administrative Assistant and News Writer July 2008–January 2009*

* Collaborated with a team on an extended project to update a contact database using Excel
* Performed secretarial duties: front desk service, managing e-mail, drafting correspondence, etc.
* Researched, interviewed, and wrote news stories for the School’s online news section

**The Daily Trojan,** http://dailytrojan.com/

*Staff Writer for the Lifestyle section January 2008–May 2008*

* Researched, investigated, conducted interviews, and wrote articles
* Reported on and attended cultural events throughout Los Angeles
* Developed and pitched story ideas to editors

**KSCR Radio**, http://kscr.org/*News Reporter and Disc Jockey January 2008–May 2008*

* Researched, edited, and wrote news on a deadline to report on-air
* Jockeyed discs throughout each hour-long news program

**SKILLS**

* PC and Mac proficient with the Microsoft Office Suite, Adobe Dreamweaver, WordPress, and Avid video editing software
* Strong writing and copy-editing skills and thorough knowledge of AP style
* Fluent in French
* Fundamental html coding knowledge and application
* Strong knowledge of a variety of social media tools, including Facebook, Twitter, and Youtube

**EDUCATION**

**University of Southern California**  
*Bachelor of Arts with honors, May 2010*

* Major: Print Journalism; Minor: French, 3.6 GPA; USC Renaissance Scholar distinction
* Related coursework: Newswriting and reporting for print and broadcast, Investigative reporting, Online media reporting and design, Newspaper editing and design, Nonfiction magazine writing, and Law of mass communication training
* Studied French language and culture for six months in Paris with the USC Semester in Paris program

**Cours de Civilisation Française de la Sorbonne***Certificat de Langue Française, Niveau Avancé, 2009*

**REFERENCES AND SAMPLES**

* Available on request