**Meiraj Haq**

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**Education**

**NewYork Film Academy**

**4-Week Multimedia Journalism Course (January 2017)**

**George Mason University, Fairfax, VA**

**Bachelors of Science in Public Administration (December 2016)**

**Hudson valley community college**

**Associate Degree in Public Administration (December 2014)**

**Associate Degree in Applied Sciences (December 2014)**

**Objective: Goal-directed, result oriented professional, with strong communication and interpersonal skills seeking a full-time position within many areas of the Communication/Consulting.**

**Experience:**

**Digital Media Consultant**

**ATV, Islamabad, Pakistan**  (April 2017 – December 2017)

* Worked with the Executive Director of the company to revamp digital content creation strategies.
* Collaborated closely with the Communications/Marketing team and provided technical guidance for content creation via social media.
* Worked with the Marketing delivery team to define project plans and timeline for each campaign.
* Gave presentations to company executives on utilizing Facebook, Twitter and Instagram resulting in further development of company social media involvement.

**Multi-media Journalist**

**Newyork film academy, NY**  (January 2017 – March 2017)

* Generated story pitches and participated in editorial process from start to end to ensure timely, accurate coverage of key local and international events.
* Produced a bi-weekly news show, demonstrating coherent organizational skill, enabling to perform in a professional environment.
* Demonstrated knowledge and successfully followed protocols for a live- to- tape TV Studio Production. This includes effective communication and collaboration with studio personnel and talent, proper distribution of scripts and rundowns, and ability to manage revisions in the show.
* Experienced and showed competence in the following area: News presentation (anchoring), writing, producing and associate producing, field producing, shooting and video editing.

**Freelance Feature Writer/Content Developer**

(Washington Dc)

January 2015 – December 2016

* Generated story pitches and participated in editorial process from start to end.
* Wrote, shot and edited breaking news stories, both as a “one-man-band” reporter and with other correspondents
* Ensured compliance of applicable federal and state laws pertaining to front office operations.
* Directed and produced news shows for University projects.
* Gained experience creating and executing unique story ideas in different formats.

**Davis Vision** (**Sales/Marketing Representative)**

(Albany,NewYork)

August 2014 – December 2014

• Supervised established client accounts – contacted clients regularly to establish effective working relationships; maintained relationships with the company’s customers

• Checked quality of account services – Made regular status reports: follow-ups, closings and activities

• Worked with company staff to effectively close sales; sales management, logistics, marketing, and tech-service

• Perfected knowledge of product, market, and sales strategy

• Handled and resolved any complaints or concerns from customers

**Quality Inn Central (SEO Specialist)**

(Albany,NewYork)

November 2011 – December 2013

* Performed keyword research in coordination with client business objectives to optimize existing content and uncover new opportunities.
* Provided SEO analysis and recommendations in coordination with elements and structure of websites and web pages.
* Assisted in development and execution of communication/content strategies via social communities in coordination with SEO goals.
* Monitored and administered web analytics dashboards, reports and key reporting tools, and pointed out key areas of importance in accordance with client goals
* Communicated to team and management on project development, timelines, and results.

**Social Media Representative for Comedian Kevin Hart Alexandria, VA**

September 2008 - November 2010

* Utilized thorough knowledge of social media to launch social platform for comedian, actor, writer and producer, Kevin Hart.
* Managed Facebook and Twitter accounts to promote social presence using excellent marketing strategies including weekly celebrity trivia and hosting giveaways for winners.
* Strategically wrote social media content and blogs to increase followers and web traffic
* Facilitated the growth of 304,000 followers for Kevin Hart within a year.

**Technical Skills**

* **Creating Content:** In-depth knowledge of digital video cameras (Cannon c-300, Cannon 5D mkii), Ability to write and pre-visualize news and new media projects, In-depth knowledge of ENG (Electronic News Gathering) and SEO (Search engine optimization), In-depth experience working as director, producer, technical director, director of photography, camera person, sound engineer and gaffer.
* **Software**: Avid Media composer, Final Cut Pro, Adobe Premiere, Microsoft Word, Excel, PowerPoint, Access
* **Operating Systems:** Windows, Mac OS
* **Development Tools:** Basic Understanding of QTP and VB Scripting, Extensive knowledge of IBM SPSS predictive analytics software used for Statistical analysis and reporting, predictive modeling and decision management.

**Coursework and Projects**

* **Data Analysis Research:** Analyzed data about public and the private sectors using SPSS software. Generated research questions and developed investigative strategies to explain political phenomenon. Constructed tables and graphics that summarized aggregated data, illustrated variation, and drew inferences from samples to populations.
* **Budgeting and Finance Project**: Analyzed and presented State and municipal governmental budgets with special emphasis on reforms, processes, revenues, expenditures, debt management, and other political/economic and management factors.
* **Analysis on Third-Party Government and the Nonprofit Sector:** Analyzed and presented features of the U.S. nonprofit sector; explained essential governance and management functions of nonprofits