

## **JAVIER LUQUE**

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### **EXPERIENCE**

#### **Time Warner Inc, New York, N.Y.**

Jan. 2012-April 2012

*News Bureau Intern: CNN New York*

- Worked closely with assignment desk staff with newsgathering and provided administrative support
- Provided support for producers of other shows such as “Dr Drew”
- Transcribed tape for reporters and newswires unit
- Operated teleprompter in control room at times during newscasts or shows

#### **Synaptic Digital, New York, N.Y.**

Sept. 2011- Nov.2011

*Media Relations Intern*

- Pitched stories to media outlets nationwide.
- Monitored all forms of media for any stories regarding clients
- Followed up with television affiliates on media tour bookings
- Provided administrative support when needed

#### **FOX Television Stations, WNYW, New York, N.Y.**

Sept. 2010-Nov. 2010

*Newsroom Intern*

- Provided support for assignment editors with newsgathering
- Transcribed tape for news reporters
- Provided administrative support when needed

#### **William Paterson University: Wayne, N.J.**

Sept.2009-May 2010

*Student Aide (Work Study)*

- Administrative duties such as filing and faxing and sorting mail
- Provided assistance to staff at the Financial Aid Department
- Provided support to the Secretary of the Sociology Department

#### **The Vitamin Shoppe: Paramus, N.J.**

Nov.2007- Aug.2008

*Sales Associate (Health Enthusiast)*

- Sorted merchandise into its appropriate shelves from shipments
- Provided customers with product location and basic knowledge of vitamins
- Placed special orders and operated POS device
- Kept shelves organized by inspecting for expired products

#### **Qdoba Mexican Grill: Hasbrouck Heights, N.J.**

Apr. 2006-May. 2007

*Cashier/Server*

- Placed customer pickup orders
- Kept tables neat and made sure napkins and utensils are stocked
- Operated POS device for customer transactions

### **EDUCATION**

#### **William Paterson University, Wayne, N.J.**

Graduated: May 22, 2012

- **Bachelor of Arts in Communication:** Journalism and Public Relations
  - Broadcast Journalism
- *Dean's List, Spring 2009 and Spring 2010, GPA of 3.451*
- **Institutional Honors:** *Cum Laude*

### **DESIRED CHARACTERISTICS**

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|--|---|--|
| ▪ <b>Willing to learn new assignments and projects</b> | ▪ <b>Can work under a deadline driven environment</b> | ▪ <b>Final Cut Pro 7</b>                               |
| ▪ <b>English and Spanish fluency</b>                   | ▪ <b>Intermediate computer skills</b>                 | ▪ <b>Microsoft Word, PowerPoint, and Excel</b>         |
| ▪ <b>Customer service</b>                              | ▪ <b>Interpersonal skills</b>                         | ▪ <b>Familiarity with Microsoft Outlook/Office 365</b> |



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