
BIANCA SULLIVAN

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210 Kennebec Street
Boston, MA 02136

EDUCATION:

Howard University, School of Communications
Bachelor of Arts in Communication

May 2014

SKILLS:

Attention to Detail, Calendar Management, General Bookkeeping, Administrative Support
Customer Service, Calendaring/Scheduling, Research, Event Management
Windows Programs (Word, PowerPoint, Excel, etc.), Social Media

EXPERIENCE:

07/20—7/25

Summer Bounce Lacrosse Coach, MetroLacrosse, Boston, MA

Summer Bounce is an annual overnight summer program for participants entering grades 7-12 in the fall of 2014. Coordinated daily practices and games for 15 girls; supervised hiking trips and rock climbing trips; and provided athletic support for at-risk youth through intensive lacrosse drills.

05/26—5/30

Young Journalism Program, German Embassy, Washington, DC

Journalists from leading journalism schools discovered and discussed the United States' and Germany's common interests, endeavors, and challenges in politics and as societies and how these relate to journalistic work.

01/2014—05/2014

Assignment Desk Intern, WUSA9- TV CBS, Washington, DC

Alleviated reporters and producers with stories for live air or follow-ups; conducted interviews for stories; logged raw video from field; and handled 15-20+ viewer calls per shift regarding breaking news tips.

01/2014—05/2014

Specialized Reporting, NBC-4, Washington, DC

Engaged in training by the head of Strategic Leadership, Newsroom, Engineering and Community Relations departments at NBC-4; provided support for 3 news reporters; and sat in on MSNBC programming.

09/2013—12/2013

Production Intern, Prince George's Community Television, Upper Marlboro, MD

Assisted with producing show segments; pitched ideas for weekly programming; and administered the teleprompter for all shows.

08/2013 – 12/2013

Web and Multimedia Intern, ESPN, Rockville, MD

Attended all Washington Redskins home games; completed the online stats; spearheaded social networking sites such as Instagram, Twitter and Facebook; designed banners for ESPN's clients; and composed stories featured on ESPN's website that received over 500 views weekly!

08/2013—12/2013

Sports Writer, The Hilltop Newspaper, Howard University, Washington, DC

Wrote stories and features on college sports; attended all Howard home games; and pitched ideas for weekly articles.

05/2013—8/2013

Programming Intern, WHDH-NBC, Boston, MA

Corresponded with non-profit organizations on a weekly basis; controlled events posted on the Community Calendar; conducted studio tours; and responded to viewer calls and emails.

AFFILIATIONS:

05/2011 — 5/2013

Student-Athlete, Howard University Women's Lacrosse Program, Washington, DC