**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BIANCA SULLIVAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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210 Kennebec Street

Boston, MA 02136

**EDUCATION:**

**Howard University,** School of Communications May 2014

Bachelor of Arts in Communication

**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