***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***

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