

**DANIELA A. CHAVEZ**  
469-265-2181  
danielachavez18@gmail.com

## **EXPERIENCE**

### **DelRicht Research**

7/17-12/17

Scheduling Coordinator

- Call patients
- Schedule patients
- Memorize medication for studies
- Promote studies on social media

### **Telemundo 42**

12/16 – 5/17

Reporter Intern

- Research story topics
- Reporter duties
- Conduct interviews
- Edit and produce videos
- On camera
- Write news scripts

### **WGSO 990AM**

09/16 – 12/16

Assistant Producer Intern

- Create, maintain & populate social media platforms
- Research information about clients to formulate material for the show
- Create podcasts
- Edit videos
- Book clients
- Conduct interviews and talk on radio show

### **The Maroon Newspaper**

01/15 – 12/15

Staff Writer

- General reporting, finding stories and interviewing sources
- Anchoring for The Maroon Minute
- Writing articles and enterprise stories
- Create graphics for Maroon Minute
- Run prompter and Tricaster

### **Joyhound Inc.**

08/13 – 06/14

Social Media Intern

- Advised the CEO on new designs for the phone app
- Promoted the phone app to possible clients through marketing and meetings
- Created new events on the company's website
- Scheduled interviews with local companies about specific events

## **EDUCATION**

Southern Methodist University

09/19 - 12/19

Certificate

Full Stack Web Development

Loyola University New Orleans

2012-2017

B.A. in Mass Communications

Journalism Sequence, English Minor

## **SKILLS**

Avid Media Composer, Rundown Creator, Microsoft Office Suite, Final Cut Pro, WordPress, Photoshop, Wix, Shopify, Photography, Web Design, Javascript, HTML, CSS, MySQL, React, Node.js, ES6.