

Dara Michelle Rubin

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Education

Northwestern University

*Sept. 2013 to
present*

- Medill School of Journalism, Magazine Track
- Segal Design Certificate
- Dean's List – Winter & Spring Quarter 2016

Work Experience

Freelance Web/Graphic Designer

Summer 2016

- Designed and implemented portions of [websites](#)

City of Evanston, Community Engagement Division,
Public Information Assistant

*Oct. 2014 to
present*

- Create flyers, posters, programs, and newsletters for upcoming community events
- Update events and write short news stories and press releases for the City's website and calendar
- Write and schedule social media posts for Twitter and Facebook

Northwestern Athletic Communications Department

*Sept. 2013 to
Oct. 2014*

- Moderated social media and took quotes at football game press conferences
- Ran stats at basketball games
- Worked in press box at B1G football championship game - helped with game notes
- Live-tweeted B1G softball tournament

Dun and Bradstreet (D&B) – MDR, Shelton, CT

*Summer 2013 &
2014*

- Updated school data via call center (2013)
- Updated school data via web research (2014)

Leadership

Northwestern University Society of Physics Students

- Publicity Chair
- Secretary

*2016 to present
May 2015-16*

Phi Sigma Pi National Honor Fraternity, Zeta Omicron chapter

- PR Chair

May 2015-16

Masuk Free Press (High school newspaper)

- Editor-in-Chief
- Sports Editor, Production Editor, Distribution Manager
- Photo Editor, Ad Manager, Distribution Manager

2012-13

2011-12

2010-11

Skills

Proficient in:

InDesign, Photoshop,
Google Docs and Word

Familiar with:

Adobe Premiere Pro,
Illustrator, InDesign DPS,
Wordpress, GovDelivery,
Excel, PowerPoint, CAD
and some programming
languages (HTML, CSS,
JavaScript, Python)

Social Media Skills:

Facebook, Twitter,
Instagram and Snapchat

Awards

Lily M & Henry J Budde
Scholarship Recipient (2015
& 2016)

New England Scholastic Press
Association Journalism Award

- All-New England (2013)
- Special Achievement for article "It's About Time" (2012)

Bohdan Kolinsky Sports
Journalism Award and
scholarship (2012)

Associations

Member of the Association
for Women in Sports Media