



ELLEN ROLFES

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SKILLS

Copyediting

AP Style

Multimedia Editing

Final Cut Pro 7 & 10
Adobe Audition
Photoshop

Writing

Scripts for Broadcast
Reported Stories
Short Stories

Production:

ENPS
iNews | COVE

Equipment:

Zoom H4n
Sony EX3
Canon 7D

AWARDS/FELLOWSHIPS

Strengthening Professionalism &
Investigative Journalism in Africa,
International Center for
Journalists (2014)

Upper Midwest Emmy nomination,
“Gracious Spaces” (2012)

PROFESSIONAL EXPERIENCE

Online News Production Assistant | PBS NewsHour

Arlington, Va.

(2012 to present)

- Report and produce stories for Web audiences on general assignment
- Shoot and edit video, audio and photos to enhance reporting
- Edit stories for NewsHour’s Rundown news blog
- Fact-check and copy edit stories for accuracy, flow, AP style and SEO
- Write headlines and blurbs
- Update topic pages and homepage with new content
- Live stream breaking news and newsmaker speeches

Associate Producer | Interfaith Voices

Washington, D.C.

(2011-2012)

- Co-produced national weekly public radio show about religion news
- Pre-interviewed and booked guests for interviews
- Wrote and edited scripts, hosted studio interviews
- Initiated and managed a complete redesign of the program’s website

Production Assistant | Twin Cities Public Television

St. Paul, Minn.

(2010-2011)

- Provided production and research support for 60-minute film
- Formatted and scanned more than 5,000 images used in the film
- Ingested footage into Final Cut Pro
- Managed information database and electronic filing systems

Paid Intern | American Public Media & MPR News

St. Paul, Minn.

(2010-2011)

- Wrote scripts and programmed music for classical music program “Performance Today”
- Logged music, and managed the programming schedule
- Freelanced for MPR News as interim newsroom coordinator
- Tape-synced live events for broadcast on mid-day news program

FREELANCE WORK

Research and Editorial Assistant | Juan Williams

Washington, D.C.

(2012 – 2013)

Radio Producer | “Metro Connection” WAMU 88.5 FM

Washington D.C.

(2013 – present)

EDUCATION

Bachelor of Arts | University of Notre Dame

Film, Television, and Theatre / International Peace Studies
South Bend, Ind.

(2006-2010)