

# KELLY NORRIS

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## EDUCATION

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**Northwestern University, Medill School of Journalism - Evanston, IL**

Expected March 2018

*Candidate for Bachelor of Science in Journalism— Broadcast focus, Minor in Business Institutions  
Participated in the Medill Northwestern Journalism Institute in Summer 2013.*

## EXPERIENCE

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**Hardball with Chris Matthews, MSNBC - New York, NY**

*Production Intern*

June 2017 - August 2017

- Created, ordered and proofread graphics from a variety of programs for use across platforms.
- Rolled and assigned video to use during the show.
- Assisted in writing and updating rundowns for breaking news.

**WMAQ, NBC Chicago - Chicago, IL**

*Consumer Investigative Unit Intern*

February 2017- June 2017

- Interviewed and wrote about viewers & business contacts for on-air in-depth stories and web.
- Conducted detailed research for possible consumer stories on a variety of topics.
- Dealt as the sole intermediary between viewers and businesses to recover over \$15,000.

**Medill News Service – Washington, D.C.**

*Health & Science Reporter*

September 2016 - December 2016

- Filed real-time and enterprise video and written stories about health & science policy.
- Reported on the presidential election from Capitol Hill and battleground states, Nevada & Florida.
- Produced stories from the third presidential debate, including contributing live for U.S. News and World Report.

**WGN TV9 Evening News – Chicago, IL**

*Evening News Production Intern*

June 2016 - September 2016

- Prepared video for VOs, headlines and teases, worked with writers to create sequence timing.
- Contributed reporting for evening news segments including Medical Watch and Chicago Politics.
- Edited SOTs from news sources and reporter video.

**Northwestern News Network – Evanston, IL**

*Current: News & Political Director, Previous: Producer, Reporter*

September 2014 – Present

- Collaborates and manages staff of over 20 reporters, producers, editors.
- Updates website to reflect current news and information, along with working to redesign site.
- Built weekly show rundown based on Evanston and Chicago news as producer.
- Writes copy for readers, VOs and other segments of the show, edits script and reviews video.
- Covered more than 25 stories as a reporter.

**Northwestern Business Review – Evanston, IL**

*Video Department Producer*

January 2016 – June 2016

- Founded the video section of the news outlet.
- Led and trained a team of several students in creating and editing business news videos.
- Wrote/produced video and business news stories for campus and city audience.

**Pick-Staiger Concert Hall Marketing – Evanston, IL**

*Head Copywriter, Photographer*

September 2014 - Present

- Write and revise radio copy, press and web content.
- Design print and web advertisements, oversees budget and concert sales.
- Take and edit photos from live concerts and events.

**University of Michigan Health Systems - Ann Arbor, MI**

*Web and Communications Intern*

June 2015 – December 2015

- Advanced and updated department websites and overall Health Systems website.
- Produced several full e-newsletters with stories for department of 100 employees and patients.
- Designed content for hospital waiting rooms to increase patient satisfaction and return.

## EXTRACURRICULARS

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**Alpha Chi Omega, Gamma Chapter - Evanston, IL**

*Vice President of Public Relations & Marketing, Social Media Chair*

January 2015 – January 2017

- Managed committee of 12 people to control the chapter's social media and public presence.
- Implemented a completely redesigned chapter website.
- Boosted Facebook page reach by more than 50%.

## SKILLS

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|---------------------------------|---------------------------------|--------------------|
| • HTML, CSS & Javascript Coding | • Social Media                  | • DSLR photography |
| • Adobe Creative Cloud Suite    | • Real time reporting           | • ENPS             |
| • Final Cut Pro                 | • Microsoft Office              | • AP Style         |
| • Dalet, iNews, Media Central   | • HD Video Shooting and Editing | • Video Logging    |