

KELLY NORRIS

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EXPERIENCE

Nightly News with Lester Holt, NBC News - New York, NY

Desk Assistant

June 2018 - Present

- Pitch broadcast and web stories based on trending topics, interesting local news, bubbling conversations and more.
- Conduct and coordinate interviews and pre-interviews for producers day of air stories, often across NBC bureaus.
- Locate compelling videos for broadcast stories, headlines and teasers from iNews and from social media.
- Line produced nightly broadcasts including building graphics and timing the broadcast in the control room.
- Provide research and editorial support to producers by finding characters, statistics and compelling elements.
- Assorted duties such as booking crews, answering phones, coordinating travel and logging.

News Partnerships, NBC News - New York, NY

Content and Production Intern

January 2018 - June 2018

- Produced in-studio and satellite live shots for on-air talent & network correspondents with local news anchors.
- Assisted writing, editing & distributing Today, Nightly News, Dateline & Meet the Press content to over 230 affiliates.
- Pitched local stories to Nightly News and Today Show for digital and broadcast platforms.
- Coordinated 20-30 affiliate crosstalks weekly for talent from all NBC News platforms.

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 digital and on-air platforms.
- Coordinated video feeds and assignments for air.
- Assisted in segment writing and updating rundowns for breaking news.

WMAQ, NBC Chicago - Chicago, IL

Consumer Investigative Intern

February 2017- June 2017

- Interviewed business contacts and viewers for digital and television stories.
- Wrote in-depth scripts for evening broadcast and articles for website.
- Conducted detailed research for possible consumer stories on a variety of topics.
- Acted 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 written stories with video elements about health & science policy.
- Reported on the presidential election from Capitol Hill and battleground states, Nevada & Florida.
- Produced five stories from the third presidential debate and provided live coverage to 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 teasers, 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

News Director & Political Director

September 2014 - December 2017

- Led and collaborated with a staff of over 30 reporters, producers and editors.
- Redesigned website to improve user experience and better reflect newsroom goals.

EDUCATION

Northwestern University, Medill School of Journalism - Evanston, IL

March 2018

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

AWARDS

- 2017 Peter Lisagor Award for Best Consumer Reporting - *Producer*
- 2017 Scripps Howard Foundation Multi-Media Intern
- 2017 National Academy of Television Arts & Sciences Best All-Around Newscast - *News Director, Executive Producer*
- 2016 Society of Professional Journalist Best Student Newscast - *Producer*

SKILLS

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