Mary Rose O'Donnell
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EDUCATION

University of Pittsburgh, Pittsburgh, PA   Graduated December 2021
Bachelor of Science – Information Science, Digital Narrative & Interactive Design   *GPA: 3.23*

WORK EXPERIENCE

Pitt Information Technology   **Pittsburgh, PA**
Communications Assistant   *June 2021 – Present*
- Wrote and pitched blogs about various technology tips (cybersecurity, phishing, etc.) and feature articles highlighting Pitt IT initiatives for the Pitt IT website.
- Crafted social media posts for Instagram, Twitter and Facebook using Canva and Adobe Creative Cloud. Spearheaded the creation of weekly Instagram and Facebook stories educating followers on university computing resources.
- Assisted in writing copy for student and faculty IT newsletters.

90.5 WESA   **Pittsburgh, PA**
Newsroom Production Assistant   *August 2020 – November 2020*
- Reported on city events and press conference and wrote copy to be read on the radio
- Recorded and edited audio using a Marantz recorder and Adobe Audition, as well as voiced short stories for the air
- Worked in virtual setting, communicating and working with experienced reporters via Zoom and over the phone

The Pitt News   **Pittsburgh, PA**
Managing Editor   *August 2020 – May 2021*
- Managed and worked with The Pitt News editorial board and about 150 newspaper staff
- Assisted the Editor-in-Chief with staff management, running production nights and editing all stories
- Co-founded and co-facilitated the diversity and inclusion committee, developed diversity and inclusion training

Layout Editor   *May 2020 – August 2020*
- Created the print copy of The Pitt News using Adobe InDesign and basic design skills acquired in digital media courses

Digital Manager   *August 2019 – December 2019*
- Built and managed a staff of 6-8 writers and helped them develop ideas for bi-weekly blogs
- Edited 4 blogs per week and created a weekly newsletter using MailChimp

Staff Writer   *October 2018 – April 2019*
- Wrote articles for the News Desk concerning university, state, and local issues, as well as profiles on local businesses and individuals
- Conducted interviews in person and over the phone
- Communicated with editors regarding article progress and appropriate revisions

Office of New Student Programs – University of Pittsburgh   **Pittsburgh, PA**
First Year Mentor   *April 2019 – December 2020*
- Plan and execute Pitt's orientation week, which consists of over 50 social and academic events aimed at creating opportunities for the 4,000 first year and transfer students to get acclimated to the university
- Provide support for new students as they transition to campus throughout personal connections and leading events highlighting campus resources
- Facilitate activities with groups of 12-20 incoming first years during six on-campus overnight retreats

SKILLS

- Word Processing: Microsoft Office, G Suite
- Programming Languages: Java, SQL, HTML/CSS, Python, JavaScript
- Other: WordPress, SEO, MailChimp, GitHub, Adobe Audition, Photoshop, InCopy, InDesign, Canva, HootSuite