

MICHAELA O'NEIL

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EDUCATION

Fordham University, Bronx, NY

anticipated May 2019

Bachelor of Arts in New Media & Digital Design, Minor in American Studies

RELEVANT COURSEWORK

Ethical Issues in Media, Digital Production for New Media, Professional Social Media

WORK EXPERIENCE

WFUV Public Radio, Producer, Bronx, NY

January 2018 - present

- Greet artists and ensure overall satisfaction
- Record live sessions and interviews to be broadcasted
- Obtain signatures on proper release forms and upload to online database

Michael Angelo's Little Italy, Bartender, Bronx, NY

March - December 2017

- Prepared mixed drinks for own customers and entire waitstaff
- Served food and attended tables in bar area
- Oversaw satisfaction of 100+ customers daily

Fordham University, Desk Assistant, Bronx, NY

September 2016 – March 2017

- Maintained sign-in sheets at on-campus residence hall
- Ensured university guest policies were being enforced

Starbucks, Barista, Winchester, MA

June - August 2016

- Arrived at 4 A.M. daily to prepare inventory and work morning shift
- Prepared coffee and specialty beverages while operating a cash register

VOLUNTEER WORK

Foster Dogs NYC, New York, NY

February 2017 - Present

- Assist with adoption events
- Attend publicity events covered by major news outlets

Type Director's Club, New York, NY

March 2018

- Assisted the executive director in setting up an exhibition

WFUV Public Radio, New York, NY

March 2018

- Operated phones in a 'Silent Drive' to collect donations

OTHER

- Accepted into Fordham University's American Studies Honors Program
- Member of WFUV Newsletter Committee
- Published in Fordham's *Rhētorikós* literary journal

SKILLS

Proficient in Microsoft Office, Adobe Photoshop, Illustrator, InDesign, HTML, CSS, Javascript and jQuery