

MICHAELA O'NEIL

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EDUCATION

Fordham University, Bronx, NY

May 2019

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

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

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

March – December 2017

- Prepared and served mixed drinks for waitstaff
- Attended tables and customers in bar area

Fordham University, Desk Assistant, Bronx, NY

September 2016 – March 2017

- Maintained sign-in sheets and enforced guest policy at residence hall

Starbucks, Barista, Winchester, MA

June – August 2016

- Arrived at 4 A.M. daily to prepare inventory
- Served coffee and specialty beverages while operating cash register

VOLUNTEER WORK

Foster Dogs NYC, New York, NY

February 2017 – Present

- Assist with adoption events
- Handle dogs during publicity events and press coverage

WFUV Public Radio, Bronx, NY

March 2018 – Present

- Use email marketing software to compose and send monthly newsletter
- Operate phones in drive to collect donations

HONORS & ACCOLADES

- Fordham University's American Studies Honors Program
- Published in Fordham's *Rhētorikós* literary journal

SKILLS

Microsoft Office, Adobe Photoshop, Illustrator, InDesign, Premiere Pro, Audition, HTML, CSS, Javascript and jQuery