



Olivia Hinton

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Portfolio
oliviahinton.com

WORK & INTERNSHIP EXPERIENCE

Program Assistant, Feral Cat Coalition of Oregon

Portland, Oregon

July 2012 – present

Formulates and executes marketing strategies; produces fresh content for marketing and social media use; engages online community by answering questions and suggesting helpful resources; and tracks various data including social media growth and fundraising results.

Newspaper Designer/Copyeditor, Beaumont Enterprise

Beaumont, Texas

June 2011 – February 2012

Budgeted and designed the news, sports and entertainment sections, managed story workflow from editing stage to final print and wrote story headlines.

Custom Publishing Intern, Texas Monthly

Austin, Texas

August 2010 – December 2010

Wrote and proofread stories for promotional materials, managed links for online publications and researched calendar information for advertising supplements.

Design Editor, The Daily Texan

Austin, Texas

August 2008 – August 2010

Established and managed design team workflow and the look and feel of the University of Texas student newspaper.

SKILLS & QUALIFICATIONS

Computer: Proficient with Macintosh and Windows OS, Microsoft Office (Excel, Word, PowerPoint), content management systems (DTI, ATS MediaDesk), social media (Facebook, Twitter, LinkedIn, Google+) and Adobe CS (InDesign, Illustrator, PhotoShop, Final Cut Pro). Working knowledge of HTML and SEO strategies.

Interpersonal and communication skills: Coordinates with staff and volunteers to provide high-quality customer service to clients. In past media positions, collaborated with writers, photographers and editors at budget meetings to plan daily content.

Organization and time management: Plans and promotes fundraising events; writes and tracks grants; and manages a social media editorial calendar. Also savvy in deadline-driven environments from four years of media experience.

Leadership and initiative: Trained replacements to cover staffing changes in several news offices. Demonstrated leadership as Design Editor of The Daily Texan – hired, trained and managed design staff.

EDUCATION

The University of Texas at Austin

Bachelor of Journalism (copyediting and design concentration)

December 2010 / GPA: 3.4

AWARDS

Julia Jeffress Excellence Award, Texas Student Media

Austin, Texas

For dedicated and unselfish service to The Daily Texan.

May 2010