

JANE DOE

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www.janedoeportfolio.com

SUMMARY

Exceptionally skilled journalist with determination and motivation to find compelling stories and deliver them in appealing ways to the public. Flexible and willing to work long hours as needed. Has authored numerous published posts and has proven ability to maintain avid readers. Able to work under pressure with concrete deadlines.

SKILLS

- Multimedia Reporting
- News Writing
- Photojournalism
- Proofreading
- Research
- Social Media

PROFESSIONAL EXPERIENCE

Lindenwood Legacy | St. Charles, MO

August 2016 – December 2017

News Editor

- Assigned stories to 5 reporters each week
- Created 25+ graphics each month to maintain reader interest
- Proofread all articles to ensure appropriate content and layout

The Odyssey Online | St. Charles, MO

August 2014 – December 2017

Blog Writer

- Published 1 article each week on any subject of my choosing
- Promoted articles through social media outlets such as Facebook, Twitter, and Tumblr
- Averaged over 50 readers for each published article

WORK EXPERIENCE

Club Fitness | St. Charles, MO

August 2016 – July 2017

Front Desk Associate

- Cleaned and organize fitness equipment to maintain health standards
- Provided prompt customer service to over 100 gym members each day
- Signed-up over 120 members during the course of my employment
- Received employee of the month

EDUCATION

Lindenwood University | St. Charles, MO

December 2017

Bachelor of Arts in Journalism

- 3.8 GPA
- Cheer Team
- Member of the Broadcast and Film Society
- Member of the National Society of Leadership and Success