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EDUCATION

Marist College, Poughkeepsie, New York **School of Communication and the Arts**

August 2013- May 2017

Bachelor of Arts, May 2017, GPA 3.57 *Cum Laude*
Major: Communications Advertising & Public Relations
Minor: Digital Video Production & Global Studies

COMPUTER SKILLS

Software: Avid Media Composer, iNEWS, InDesign, Photoshop, Premiere, Microsoft Office, iMovie & Final Cut Pro 10

PROFESSIONAL EXPERIENCE

Viacom |New York, New York

January 2017- May 2017

Music & Entertainment Production Management Intern

- Assisted with all scheduling and management for original content to air on social channels of MTV, MTVU, MTV News, VH1, Spike, Logo, Comedy Central
- Experienced in the program Concur, used to organize receipts and finances for the production coordinators
- Prepared multiple sets for linear and digital content shoots

Fox News |New York, New York

September 2016 – December 2016

College Associate: Risk and Reward with Deidre Bolton

- Extensively researched segment content for producers and host
- Obtained sound bites, video footage and ingested media via Avid iNEWS
- Worked with editors on special edit projects to be aired during live shows
- Assisted producers with live shows by communicating with guests either in the green room or from a remote location

Evolve MKD |New York, New York

May 2016- August 2016

Digital Intern

- Scanned social media accounts to keep the digital team apprised of brand mentions
- Collaborated with other team members to create Instagram posts, video clips, and press releases
- Worked on brands such as Lancôme, Merz Pharma Group, and Manuka Doctor

Tribeca Film Festival |Tribeca, New York

April 2016

TFF Crew 2016

- Worked as a staff member in the event *Hacked* sponsored by USA Network's Golden Globe winning series *Mr. Robot*
- Assisted in maintaining rules and regulations within the event
- Was responsible for set-up and breakdown with other event staff and representatives from USA network

Disney Professional Internships |New York, NY

May 2015- August 2015

The View Production Intern

- Assisted various departments, i.e. tape, control room, and producers with many aspects of the show's production
- Selected by producers to be a part of field shoots; secured the set, and selected volunteers for the shoot
- Assisted high profile talent when working with segment producers

EMPLOYMENT EXPERIENCE

Marist College Television (MCTV) |Poughkeepsie, NY

September 2014- May 2017

Director of Entertainment

Middle Seats |Around the Rotunda |Outside the Box

- All shows produced by MCTV are broadcasted on PANDA TV, a local cable television network within Dutchess County
- Worked as a Producer & Director for The Middle Seats show, pitched segment ideas, edited and wrote scripts, and was responsible for all preshow related work
- Executive Producer for Around the Rotunda show; wrote, shot, and edited field & in studio segments for the show

Entertainment Partners |New York, New York

June 2013

Assistant to Locations, The Amazing Spiderman 2

- Worked alongside unit PA's to help with the set up and clean up of the holding site
- Assisted in behind-the-scenes interviews during their shooting process
- Helped the behind-the-scenes team in setting up their interview sequence and was required to keep the area quiet during the shooting process

Marist College |Poughkeepsie, New York

May 2014- May 2017

Studio Assistant

- Was responsible for all production equipment check-outs and returns on campus
- Assisted Professors with various technical issues in classrooms
- Worked as a technical representative for all studio productions during MCTV show hours