

Mattie Media

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected May 20XX

Major: **Communication**; Concentration: **Mass Media**

- GPA: **3.74** (Major); 3.65 (Overall)
- Awards: Founder's Scholarship, Dean's List Fall 20XX – Spring 20XX

MASS MEDIA EXPERIENCE

La Salle TV, Philadelphia, PA

Student Production Assistant

January 20XX – Present

- Provide technical assistance to station managers, producers, and directors
- Attend events around campus – film both the event and attendees' testimonials/comments
- Assist with campus promotions for Day ONE and the La Salle Day of Giving

6abc, Philadelphia, PA

Programming & Production Intern

Sept. 20XX – December 20XX

- Accompanied field crews on location
- Transcribed tapes and footage for pertinent information to be edited and/or used on the website
- Regularly operated the videotape deck, audio gear, lighting, and microphones
- Maintained the 6abc social media pages and interacted with users by fact checking and addressing community commenters' concerns

WHYY, Philadelphia, PA

Intern – Morning Edition

May 20XX – August 20XX

- Wrote and edited news clips – notably a clip on the *Emergence of Generation Z in College*
- Conducted VOX interviews and collected phone tape
- Utilized Pro Tools to edit audio

MASS MEDIA EQUIPMENT & SOFTWARE SKILLS

Proficient in Microsoft Word and Excel, Open Office, SharePoint, Final Cut Pro, iMovie, Virtual DJ software, Adobe Audition, Audacity, Adobe Premier Pro, Adobe After Effects, HooteSuite; Score CRM - Sports Ticketing Systems, Event Planning

WORK EXPERIENCE

La Salle University Office of Financial Aid, Philadelphia, PA

Office Assistant

September 20XX – Present

- Organize office documents; process checks into Banner Software System
- Provide a high level of confidentiality due to services offered in Financial Aid

LEADERSHIP & ACTIVITIES

African American Student League, *President* (Spring 20XX-Present), *Member*

Fall 20XX – Present

- Preside over meetings and liaise with the La Salle community in order to promote diversity and unity among peers
- Coordinate annual MLK Day Event with an approximate attendance of 150+ patrons, which includes securing lecturers, hiring vendors, and overseeing event set-up and break-down

T.E.A.M. Lasallians

August 20XX - Present

- Tutor math at two local middle schools

Film Society

August 20XX - Present