

EDUCATION

New York University, Masters in Journalism & Multimedia

Rowan University, Bachelor of Science in Communication & New Media

SKILLS AND CERTIFICATIONS

Computer SEO Software (Wordpress, EMMA); Word Processing & Graphic Design (Google Suite, Canva); Production Editing Software (Final Cut Pro, Premiere, Descript, Clearpost); CRM Maintenance (Monday.com)

EXPERIENCE

NYU School of Professional Studies – *Graduate Office Assistant*

June 2024 – May 2025

- Managed and completed end-to-end quarterly newsletter, bi-monthly e-blast, blog and promotional curation using EMMA software and Canva including interviews, research, and original material to 10,500 subscribers
- Curated social media posts for courses and events using Canva to design graphics
- Proofread and developed course descriptions for NYU Course Catalogue
- Developed campus event series with community organizations and the Academy of Lifelong Learning
- Maintained CRM tool with community partner contact information
- Supported faculty with preparation for on and off campus educational events
- Researched/managed faculty database with long form biographies of all staff
- Coordinated university sponsored activities with vendors and outside organizations

V Magazine – *Digital Editorial Intern & Contributor*

Oct. 2024 – February 2025

- Reported, researched, fact-checked, and wrote original articles on trends, fashion shows and pop-culture related topics for 450,00 readers
- Engaged leading high-fashion brands for confidential photos/press releases, permission, and photo-credit information to promote campaign images, shows, products, and new fashion lines
- Tracked article engagement metrics utilizing Wordpress and Google Analytics
- Developed and published press releases for high-fashion brands and agencies including campaign and product launches and runway shows
- Collaborated with senior editors to boost article engagement
- Copy-edited and proofread articles to ensure factual and grammatical accuracy and readability of digital works in Wordpress gallery before publication
- Maintained style, grammar, SEO Optimization and digital design consistency

NYUNOW – *Executive Producer and Live Show Producer*

Jan. 2024 – Dec. 2025

- Lead a newsroom of journalists, reporters, editors and writers for weekly NYU live newscast
- Oversaw editorial decisions to shape the content and narrative direction of news broadcasts
- End-to-end production duties like scriptwriting, pitching story ideas, editing, gathering editorial and video materials
- Produced complete packages for weekly broadcasts
- Monitored audio levels, broadcast feed, teleprompter, and cues during live shows

Ark Media – *Production Assistant Trust Me: The False Prophet* dir. Rachel Dretzin

Sept. 2024 – Dec. 2024

- **Research and Pre-Production:** Supported pre-production a Netflix-partnered original series by drafting call sheets, conducting story research, reading court documents, and organizing key planning materials to streamline production readiness
- **Production Support:** Logged and organized raw/archival footage, transcribed interviews and other audio/video materials using Descript and Clearpost, and maintained accurate production records for team access

- Post-Production Assistance: Organized project files and documentation on company-wide drives and servers with detailed descriptions and time stamps, and provided feedback on rough cuts to support editorial review

Achievements:

- Credited assistant on Netflix original series “Trust Me: The False Prophet” directed by Rachel Dretzin, Top 10 Netflix Series, 2026

Pavement Pieces – *Copy Editor and Reporter*

Sept. 2023 – Oct. 2024

- Formatted and fact checked all reports of 15 staffers to ensure accuracy, adherence to style guides, and readability of all works before publication
- Pitched timely stories for coverage and contributed to diverse content section
- Maintained consistent grammar, style requirements, and performed targeted edits to polish articles, collaborating with writers to preserve voice while improving clarity.
- Conducted thorough proofreading and revisions on high-volume content, minimizing errors and supporting efficient publication workflows.

U.S House of Representatives; Office of Congresswoman Bonnie Watson-Coleman (District-12)

Congressional Intern

Jan. 2023 - June 2023

- Collaborated on administrative tasks; preparing official correspondence, typing letters, special mailings, & data entry
- Conducted Constituent service-related research, casework, and advocacy with in-person/ telephonic meetings
- Managed Communications Department media list
- Attended and took notes at telebriefings which were then organized and sent in office-wide memos
- Created fliers for Constituent Service Fairs and and Montgomery Town Hall and attended/operated information booths
- Updated internal weekly schedules and reports, including a weekly intern report and district/country news
- Trained 5 new interns on constituent service procedures, State and Federal resources, and office procedures

Katch Data – *Media Analyst and Social Media Intern*

Apple Slice Productions – *Movie Production Assistant Jules (2021) dir. Marc Turtletaub*