

The Resume Guide

2019-2020

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RESUME GUIDE

TO BEGIN, STACK or LINE UP YOUR CONTACT INFORMATION AT THE TOP.

YOUR NAME HERE

Your current NYC street address
phone numbers/email (list only one email)
(Multimedia) portfolio: www.myportfolio.com, @Twitter handle, LinkedIn, GitHub

FONT: Arial, Trebuchet, Calibri and Helvetica are easy-to-read fonts. Our affection for Times New Roman has waned: Once our go-to font that projected gravitas, it is fine for most newspaper reporting jobs but seems too traditional for all-digital, broadcast and multimedia jobs. Editors at digital companies may like bolder and edgier fonts. You can also consider design elements and graphic layouts. (see examples) But clarity is key—don't get so carried away by design that your resume gets cluttered, distracting or cutesy.

EDUCATION

Columbia Journalism School, New York Degree expected May 2019
Master of Science, focus on business journalism and health reporting with coursework in narrative writing, audience and engagement and basic multimedia skills. Covered Sunset Park, Brooklyn and covered a variety of breaking news and feature stories ranging from a crackdown on unlicensed licensed daycare facilities to obstacles faced by undocumented immigrants in accessing emergency room care. Received honors in "*Deadline Business Reporting Seminar*." Master's project: A 5,000-word story profiling three women who went bankrupt following medical crises because their health insurance was insufficient.

Macalester College, St. Paul, Minn. May 2016
Bachelor of Arts in linguistics, Spanish minor, Phi Beta Kappa, with coursework in statistics and data analysis. Semester abroad at **University of Havana** studying Spanish and Latin American politics and economics

University of Colorado, Boulder, Colo. December 2014
B.A. in sociology with concentration in race and demography, magna cum laude.

Notice the formula here. The first sentence sweeps through your coursework. It also adds specificity and a sense of immediacy and engagement. This section defines you and your interests—it is what differentiates you from every other student. The second sentence gets more granular: Here's where you flesh out interesting projects you've worked on. Choose examples that telegraph your interests to employers; this student is emphasizing business and health care.

Under Macalester College, notice how the student balanced the vague-sounding "linguistics" major with something mathy. Mention academic and thesis honors. Mention semesters abroad and if relevant to your interests, give a flavor of the coursework you took. Do not list GPA: it's a number without context. Do not mention high school or SATs.

If you've studied abroad, briefly describe what you studied, keeping out the fluffy stuff. If you went to Morocco to study surfing (which was the case with an M.A.-arts student who is now a magazine editor), make it sound as educational as possible without lying, like: "Interviewing subjects in French and Arabic, analyzed the politics and identity issues of surf culture and tourism in Morocco." You can fold it into your undergraduate description.

Keep your undergraduate entry short. Fresh college grads can include more than students who've been out of school a while.

NOTE: Your resume is a living document! You must continually rework it as you add skills, coursework and projects throughout the year.

Since some majors don't convey much information (like sociology or poli-sci) try to bring your major alive with a bit more detail. For instance if you fell a class short of a minor in environmental science, you can still mention that coursework, particularly if you're interested in science reporting.

EDUCATION

Columbia University Graduate School of Journalism, New York

Master of Science expected May 2018. Focus on general assignment local news reporting with coursework in politics, public policy and data journalism. Reporting hyperlocal news and enterprise stories in Rego Park, Brooklyn, including coverage of a police crackdown on noisy bars and a parents' campaign to make kindergarten more academic.

Selected projects:

- Mined and scraped data from U.S. Census for a graphic visualization project on changing demographics of ethnic populations in one voting district.
- Produced annotated calendar heatmap of mass shootings in the United States. Data scraped with Selenium, cleaned in Python/pandas, visualized in D3. (Link goes here)

Two things to see here:

1) the use of a **SUMMARY** followed by 2-4 **BULLET POINTS** is appropriate and easier to read by the time you're into your second semester.

2) **SHOW, DON'T TELL.** Don't bother listing "reporting" or "writing" alone. At J-School, these are assumed. Talk about covering a beat—general assignment breaking news is the bread and butter of most newsrooms; show that you have that covered. Then layer your special expertise. Editors want to see creative storytelling so give examples of different kinds of stories that give your resume an individual signature. What distinguishes your story? Note **depth, enterprise and tools you used** to report and produce the project.

COLUMBIA JOURNALISM SCHOOL, NEW YORK

DEGREE EXPECTED MAY 2017

Master of Science. Multimedia reporting and production, working across multiple platforms in audio, video and text. Currently producing a 30-minute audio documentary on an island in the Chesapeake Bay that is sinking due to climate change. Member of *UpTown Radio Workshop* covering the arts and entertainment beat. Reporting breaking news and enterprise stories for a weekly webcast and rotating through various production positions including audio board operator and line producer. Learning the ethics and practices of reporting from conflict zones.

COLUMBIA UNIVERSITY GRADUATE SCHOOL OF JOURNALISM, NEW YORK

EXPECTED MAY 2018

- Master of Science with a focus on video reporting and production. One-woman band reporter covering breaking news and enterprise health and science stories. Cover Community Board 8 with an emphasis on education, crime, small business and political stories.
- Member of *Video Newsroom* broadcast team. Cover local stories on deadline and occasionally go live from the field. Fill various positions on the show including web editor, line producer and writer.
- Currently taking *Consumer Journalism* seminar and reporting on FDA regulation of vitamins supplements, gun safety and children's toys.

Here, the student is well into second semester, so this format makes sense; you've got a lot to tell by this point in the year. Also: consider creating a **focus** to brand yourself. Customize the description of your coursework and skills and orient it towards the kind of work you want to do. Look at your resume through the eyes of the employers you are trying to target and create your journalism identity in that context. This student was applying for on-air local news reporting jobs. With a focus on video and by identifying herself as a one-woman band, employers could immediately visualize her in the field as a VJ and she chose to note breaking news, health and consumer stories, the bread-and-butter of local coverage.

COLUMBIA UNIVERSITY GRADUATE SCHOOL OF JOURNALISM, NEW YORK

October 2017

Admitted to third semester documentary program; currently co-producing, shooting and editing film about the impact of Federal budget cuts on veterans in New York state and increasing rates of homelessness.

Selected for *Scripps Howard "Covering Religion"* seminar that includes reporting trip to India. Produced several videos on the deterioration and desecration of sacred Hindu sites.

Article and three photos on a controversial public school initiative to help kids lose weight was published by DNAInfo.com. Piece received highest number of hits on the site for the week and was linked to by Huffington Post and several New York city media outlets.

EDUCATION

Columbia University Graduate School of Journalism, New York

Master of Arts: Science, health and environmental journalism. Degree expected May 2018.

Curriculum included scrutiny and analysis of medical and scientific studies, coverage of public health issues and policy, non-fiction narrative writing and data journalism. Took classes at School of International and Public Affairs on the science and international politics of climate change, the economics of medical technology focusing on the pharmaceutical industry, patents and access to medicines; coursework at the Mailman School of Public Health to understand the effects of environmental toxins on human health at the molecular level.

* Master's thesis: a 10,000-word story on Podoconiosis, one of the world's most neglected tropical diseases. The story focuses on rural Ethiopia where this treatable disease disfigures millions due to lack of bandages and shoes.

Columbia University Graduate School of Journalism, New York

Master of Arts in Business Journalism. Degree expected May 2018

- Coursework in economic theory and application, data analysis, business and economic reporting, accounting, and corporate finance
- Analyzing data from the Federal Reserve, Bureau of Labor Statistics, OECD and IMF

Master's thesis: long-form investigative story on a controversial new tax break law in Puerto Rico and its effect on the island's economy

List Education before or after Experience? There's no hard rule. If J-school is your only journalism experience so far, or your most prestigious, or it's been many years since you had a journalism job, lead with Education. If you've been in journalism jobs for the last few years, it's fine to lead with experience.

EXPERIENCE

Editorial Intern, *Psychology Today*, New York.

April 2018 – July 2018

Pitched, reported and wrote stories including a 1,000-word piece on the cultural history of cranberries and their health benefits, and author Q&A with a special ed-student-turned-Yale PhD who has developed a new theory of intelligence. Participated in cover line meetings. Fact-checked stories and captions. Oversaw, monitored, and edited posts by extensive cast of independent blogger contributors. Flagged inaccurate or inappropriate content and provided IT support for bloggers.

Peace Corps Volunteer, Sovata, Romania

May 2016 – March 2018

Taught English to more than 150 high school and middle school students. Researched and developed lessons on cultural exchange and topics like Kosovo, discrimination and racism. Organized and ran the program's first journalism camp for Romanian students, focusing on basic skills and a reporter's role in a country with widespread corruption and a weak and partisan press.

You can start your entry one of two ways. In this example, the student has organized the first line of her entry like a lead: Job Title (WHO), Company (WHAT), City and State (WHERE) and time span (WHEN). This format works for most jobs unless you were at one place for a while (like your campus newspaper) and had several jobs. For that kind of entry, see examples later on in this guide.

The student spent two years outside of journalism. If you did, too, own it! Editors get suspicious of gaps. So embrace your past; your prior experience informs your journalism. Think about your skills and expertise that transfer to journalism.

JOURNALISM EXPERIENCE

News Editor, *Roseville Review*, North St. Paul, Minn.

Oct. 2016 – April 2017

Wrote three to five stories a week as main reporter for a weekly newspaper. Reported on local politics, education, crime, business and a divisive environmental cleanup and redevelopment project. Compiled events calendars, police reports and letters to the editor for online and print editions, plus took photos, edited articles and laid out pages.

Staff Writer, *Maplewood Review and Oakdale Review*, North St. Paul, Minn.

Aug. – Sept. 2016

Filed five to six stories a week, including local government and business news and human-interest features for two weekly newspapers. Covered contentious redevelopment and re-zoning efforts in the Twin Cities suburbs. Contributed news and features to several sister newspapers. Contributed three stories to an investigative series on agricultural subsidies in Minnesota, which won a regional Associated Press award.

Reporting Intern, *Kearney Hub*, Kearney, Neb.,

Summer 2016

Published 41 stories of varying length and immediacy for this daily newspaper in Nebraska's agricultural heartland. Wrote news stories, briefs, round-ups, features, and took photos on the local university, agriculture, human interest and sports. Five stories ran on Page One with photos, two as the lead story.

Reporter, *The Herald News*, Paterson, N.J.

2012-2014

Wrote up to four stories a day on arraignments, trials and judgments out of the Superior Court in Paterson. Met daily deadlines while developing 3,000-word narratives on complex cases like 12 high school students charged with beating a homeless person to death. Also covered insurance fraud, government corruption, education, environmental torts and 9/11 terrorism investigations.

Producer/On-Air Correspondent. TVN, Warsaw, Poland
(TVN is a national Polish all-news cable television channel)

RESEARCH INTERN, WIRED MAGAZINE, NEW YORK, NY

JAN. 2015-MAY 2015

Researched story ideas on military technology, information policy, and consumer products for editors of the print magazine and the Danger Room blog. Acted as resident advisor on variety of technical concepts so that copy was scientifically accurate as well as clear.

Infrastructure Investor magazine, New York, N.Y.

Aug. 2015– Aug. 2016

Associate Editor.

* Reported and wrote more than 1,000 daily news stories for Infrastructureinvestor.com while writing longer-length features for the website's monthly companion magazine; monitor and edit website's daily content.

* Broke news on former Governor Paterson's plans to scrap an infrastructure investment oversight board, the story behind why Chicago's \$2.5 billion Midway Airport privatization fell apart, Blackstone Group's plans for infrastructure investment.

THE NARRATIVE BLURB. The first sentence is your most important: It's the grand, sweeping intro that quickly gets across what your main job was and how busy you were. Quantify when possible. **WROTE 3-5 STORIES A WEEK.** Second and third sentence: Flesh out what kinds of stories, list topics you routinely reported on. Describe the range of stories—blog items, briefs, breaking news, enterprise stories, features, and investigations. If you have won press awards, list them here and briefly say for what.

This is another narrative blurb, and the format suits journalists well. Most editors have a high tolerance for text, so the paragraph format will work. Concise, well-organized bullets are also an excellent option—see examples.

Who's heard of the *Kearney Hub*? This illustrates why it's often good idea to lead with your job title (you're the WHO) rather than the WHERE. This student worked for a tiny paper, but was very productive. Notice the journalistic way he described this paper as a daily in its geographic context. **NOTE:** If an outlet is unfamiliar to an editor, add information that gives it context. For example, if you worked for a paper that is unknown in the U.S. but is the biggest English-language daily in the region, say so. If the name of a outlet isn't widely known, add detail ("Popular culture website focusing on hip hop and street fashion").

Editors react viscerally to certain words, and "broke" is at the top of the list. If you broke a story that had impact, say so. This blurb uses this valuable action verb and goes a step further to explain the story's impact to an editor who might be unfamiliar with infrastructure investment.

JOURNALISM EXPERIENCE

Nation Media Group – Nairobi, Kenya. *Digital Journalist*

June 2013 – August 2015

Managed Twitter, Facebook and Google+ accounts of Daily Nation, the most popular English-language news website in East Africa. Tasks included breaking news and creatively distributing stories through social media platforms, live-tweeting major news events. Live-tweeted the Westgate Mall terror attack 16 hours a day from September 21 – 24, 2013. Assisted in development of social media strategy for the company.

Editor-in-Chief, News Editor, Sports Reporter, *The Tartan*, Radford, Va.

Jan. 2011-May 2014

Managed 32-person staff plus freelancers at this campus daily newspaper and website; copy-edited a 12-14 page publication weekly, rebuilt the paper's website through a new content management system and wrote a two-part 7,000-word series detailing the lives of senior Reserve Officer Training Corps cadets. Promoted from news editor to EIC. Broke a story on Radford University campus police not reporting rapes on or near campus, resulting in increased sexual assault defense classes.

CNN International - London, United Kingdom

3/2015-8/2017

Show Producer

- Responsible for all live and taped elements for live international newscasts: *Business International*, *CNN Today*, *World News Europe*, *World Business Today*
- Selected stories, generated lineup, wrote and produced voice-overs and wrote lead ins and anchor copy
- Back-timed live shows, communicated with anchors and production staff, and coordinated live elements in control room

CNN International- London, United Kingdom

12/2013-9/2015

Freelance Assistant Producer

- Wrote guest introductions and anchor interview questions for live business shows
- Researched corporations and prepared background memos for producers and anchors
- Generated graphics and fonts, including hot boards, stock trends, stock prices and trend charts

If you've covered a major news story, toot that horn! It helps editors visualize that you were on the scene and in the thick of it. Remember to note things that distinguish your work—broke news, picked up by other outlets, appeared on front page, wrote series. Highlight your expertise with social media. If your coverage of a story was exclusively in social, track down a page or two of old tweets to document your reporting and use it as a writing sample. It took this student several hours to find her tweets from this terrorist attack. Time well spent.

This is one way to summarize your college newspaper experience: describe your various roles one by one. If you broke stories or won collegiate journalism awards, mention them in this blurb. If you worked 40 hours a week while maintaining a full course load, say so. It's impressive, and editors value this kind of commitment and experience. Also, please note the student used correct AP Style. (Va.; 7,000-word)

Bullet Points can be an effective way to organize information. They are a different format than the narrative blurb but don't be fooled: it's still a narrative and the information is still concise and structured. Bullets are not random lists of tasks. Merely listing everything you did is asking a busy editor to "connect the dots" to figure out who you are and your skills and responsibilities. Letting an editor try to figure out who you are from a laundry list is not effective. Here the student has a sweeping first line that makes you wonder how CNN survived without her. Then she categorizes her work into writing and producing duties so it is organized and succinct and selects different tasks so the skills demonstrated are not redundant. Be selective. If you did a certain job or role at your most recent or most prestigious place of employment, you probably have that skill covered and don't need to keep bringing it up in earlier jobs.

Freelance writer – *Times Ledger Newspapers*, Bayside, N.Y. (2017); *Silicon Valley Business Journal*, San Jose, Calif., reported on regional job market status seven years after dot-com crash (2016); *TravelAge West*, Los Angeles, reported on various Mexican tourists destinations, most recently this summer on Manzanillo (2016); *Angeleno, Modern Luxury, Inc.*, Los Angeles, wrote about real estate (2016); *LA Alternative*, Los Angeles, reported on local business and state policies, culminating in a 3,000-word cover story about women in prison and the state's efforts to move the from high-security cell blocks to new rehabilitation centers (2016).

Contributing Writer – *Los Feliz Ledger*, Los Angeles, wrote the monthly business section for one year (2015-16); *Boston's Weekly Dig*, Boston, Mass.; wrote weekly articles about news and local events. Began as an editorial intern in 2015.

Many students have a hodgepodge of freelance experience. But if you list every publication you've ever written for, it's the same as asking a busy editor to figure out your portfolio. They won't do it. So this student consolidated her freelance into two categories—places where she contributed sporadically (Freelance Writer), and places where she contributed regularly (Contributing Editor). She described big stories, which is impressive even in a tiny community weekly.

FREELANCE JOURNALISM EXPERIENCE

Freelance Journalism

July 2015-August 2017

Highlights: **Six-month investigative series for *LA Weekly* revealed the practice of mass surveillance using license plate readers among more than a dozen L.A. area law enforcement agencies, warrantless cell phone surveillance by the LAPD, and potential prosecutorial misconduct related to same. This series led to lawsuits by ACLU of Southern California, the Electronic Frontiers Foundation and First Amendment Coalition. Portions of the series were cited by civil liberties groups and U.S. Senate investigators.

**Three-month investigative project for *Slate* revealed potentially illegal funneling of tax-exempt donations to James Bopp Jr., one of the country's leading campaign finance attorneys and architect of the Citizens United case.

** Reported on immigration policy and a variety of other subjects for publications including the *San Diego Union-Tribune*, *Daily Herald*, Arlington Il., the *Burlington Free-Press*, Burlington VT, and *San Diego CityBeat*.

Multimedia Freelance Reporter, *Various publications*, South America

May 2013 – present

Breaking News: Covered June 2013 protests in Brazil for *USA Today*, *Global Post*, *The Christian Science Monitor*, *London Evening Standard*, and *The Economist*; quick turnaround radio docs for BBC and CBC; spot news for broadcasters including Fox NY and the Australian Broadcasting Corporation.

Features: Double page spread in *New Internationalist*, online feature for *TIME* and a BBC Radio *From Our Own Correspondent* on child prostitution in northern Brazil; runner up in *The Guardian's* International Development Journalism Competition with two 1,000 word articles on abortion in Chile and domestic workers in Ecuador; online article for *The Economist* on elitism in rodeo; print article for *The World Weekly* on the real-life inspiration for the Oscar-nominated Chilean film 'No'.

Business: Three 1,200 word articles on Chile's agricultural, mining, and pharmaceutical industries for *Business Chile*, the magazine for America's Chamber of Commerce in Chile. Involved interviewing top government ministers in Spanish.

Blogging: Managing Editor for the *International State Crime Initiative's* Arts Blog. Commission and edit two articles a month; blogger on Chile for *Americas Quarterly*; write a blog about Latinos in New York for my portfolio website

There are many ways to **categorize** your freelance work. The idea is to **organize** it rather than list every story. You can group your stories by media, by beat, by location, by kinds of publications, story type (series, breaking news, features), or by highlighting selected work. What distinguishes your work? If your piece was an exclusive, had an impact, was picked up by another outlet, went viral, was part of a series, appeared on front page, make sure to note.

Freelance Contributor ESPN.com/Insider, New York, NY

Fall 2016-present

Write and edit posts for "Rumor Central" pages on ESPN.com. Work an average of two days/week, aggregating content while also integrating the reprinting of ESPN writers and producing original analysis. Average about 10-12 posts a day at around 100-150 words each, updating the latest College Football, College Hoops and NFL stories.

JOURNALISM EXPERIENCE

KDTV UNIVISION • San Francisco, Calif.,

05/11 – 06/14

Assignment desk editor/writer/producer

- Served as sole assignment editor for evening shift. - Monitored newspapers, online news, radio and police scanners for news and feature stories. Selected stories in collaboration with news director and planned evening newscast coverage. Generated rundown on iNews. Dispatched crews in the field for breaking news - Conducted daily editorial meetings- Frequently wrote anchor copy-- Produced and edited VOSOTs.

On-air reporter

-Correspondent for the 2012 Primary Election. Reported, edited, wrote scripts and presented packages once a week during weeks leading up to the election.

Coverage highlights

- Broke story on the voluntary participation of Mi Pueblo Foods in E-Verify, a decision affecting undocumented workers Here the student had three jobs at the campus paper and combined them rather than making each position its own entry. Most of you are outgrowing your undergraduate journalism (and other college commitments) so take a hard look and see if it is time to consolidate or kill. Unless the experience was really meaningful or you had a lot of responsibility, it may be time to let it go. Generally, professional experience and J-school trumps collegiate publications.

- Occupy Wall Street: Responsible for delegating crews and live shots for coverage of violent demonstrations across the Bay Area and coordinated coverage of death of Latino Pop star Jenni Rivera. - Sweeps, special assignment: Monterrey, Mexico. Covered story of a controversial mayor who established his own intelligence team to crackdown on drug trafficking in the region.

The Pioneer Frontier, Tusculum College, Greenville, Tennessee

2013-2017

Editor-In-Chief/News Editor/Writer

As EIC, broke several stories on campus including illegal drug sale and burglary by safety officer; Assigned stories and managed a team of 15 staff writers and reporters; Produced up to three news stories for the front page every issue. As news editor, produced weekly campus news section; supervised freelancers, assigned photos and stories, edited copy and wrote stories. Promoted to news editor from staff writer.

The Himalayan Times, Kathmandu, Nepal

March-July 2013

Intern Reporter/Writer

Wrote exclusive feature stories on the nation's oldest college, the first international satellite telecommunications company in Nepal and the Mt. Everest Golden Jubilee celebration; Interviewed national/foreign writers, political figures, industrialists and national athletes, producing about 30 news and feature stories in three months

ORGANIZATION: Leading with the news organization rather than a specific job title, as in this entry, works well if you've had several jobs in the same news organization. An editor reading this entry will easily see that you've been promoted and that your responsibilities have grown.

Here the student had three jobs at the campus paper and combined them rather than making each position its own entry. Most of you are outgrowing your undergraduate journalism (and other college commitments) so take a hard look and see if it is time to consolidate or kill. Unless the experience was really meaningful or you had a lot of responsibility, it may be time to let it go. Generally, professional experience and J-school trumps collegiate publications.

HOW TO SPIN NON-JOURNALISM JOBS IN THE MOST JOURNALISTIC WAY POSSIBLE

Production Editor, Annual Reviews Palo Alto, Calif.

2012-2014

Edited and managed all aspects of production for three annual 500-page scientific journals summarizing significant articles worldwide in nuclear and particle science, pathology, and analytical chemistry. Proofed 1,750 pages of copy annually across 32 science and social science journals. Independently created and developed a mock-up Web page to manage production schedules with editor and authors.

A typical pre-J-school work experience: writing related, but not journalism. Think subject matter expertise and relevant skills! Notice how the specificity leaves no doubt that this person knows science, has expertise in editing, takes initiative, juggles lots of tasks, is smart, focused and digital savvy.

New Jersey State Police, West Trenton, N.J., 2006-2016

Assistant Squad Supervisor/Detective. Conducted, assessed, managed, reviewed and directed a variety of criminal investigations, which included homicide, sexual assault and narcotics trafficking.

- Supervised 10 officers and oversaw a network of confidential informants, leading to over 50 arrests and \$2.5 million in seized currency, weapons and narcotics while assigned to anti-crime.
- Investigated more than 600 criminal cases; conducted nearly 200 major case interviews and interrogations, which resulted in 57 confessions, new leads and closed cases.

The specificity here is excellent. Most city editors and network producers would love to interview a grad with this police experience. It shows deep knowledge of criminal justice and law beats, investigative skills, signals ability to develop sources, and transferable skills like interviewing, research, management and impact.

OTHER EXPERIENCE: Shift Leader, Duane Reade retail store (New York); Dishwasher, Italian restaurant (Tennessee), Cashier, Spangles Fast Food (Kansas), Independent Tourist Guide (Nepal)

Teacher | Uncommon Schools - North Star High School | Newark, N.J. | August 2014-June 2016

Taught 9th grade world history and debate for all grades at this charter school. Directed competitive debate for 50 students – the largest team in Newark. Wrote curricula for four years of debate instruction that will be in use for the next several years. Participated in seven hours of professional development weekly, and became proficient at classroom management and curriculum design. Acted as a writing assistant to Paul Bambrick-Santoyo, the managing director of Uncommon Schools, for the book “Great Habits Great Readers: A Practical Guide for K-4 Reading in Light of the Common Core.”

Managing Director—MMN Group LLC

Launched independent consulting firm to provide a variety of accounting services to clients in a variety of industries with special focus on life sciences and bio-technology. Prepared financial statements and conduct extensive accounting and data analysis for tech companies going public. Helped clients prepare for Federal SEC filings—a process including research on regulations involving complex financial transactions, writing strategy papers and making presentations in-house and to investors.

Life experience counts. The student was wise to list some of these menial jobs because it painted a picture of a hard-working, up-from-the-bootstraps international student (this alum ultimately became a foreign editor at BuzzFeed and is now editor in chief of *The Kathmandu Post*).

This entry could be filled with finance gobbledygook; instead the student summarizes her experience in a simple way that speaks to editors as well as Wall Streeters. The description shows beat expertise in business and biotech (areas she wants to cover), mastery of accounting and financial analysis (reporting tools easily transferable to data reporting and investigation). The verb "launched" conveys initiative. Research and writing are journalism skills. "Making presentations" shows professional competence.

Kill the jargon. Legalese, company speak, overly academic, bureaucratic and lingo are a big turn-off. Explain like a journalist, not an industry insider. Write conversationally. You must communicate your knowledge and job responsibilities concisely and clearly to a lay reader—that is what every journalism employer expects of you.

OTHER//SKILLS//SKILLS AND ACTIVITIES//SKILLS AND AWARDS

Data Journalism: Experience managing and analyzing data, identifying sources and creating data-driven stories. JSON, XML, SQL, OpenRefine, Excel.

Audio & Video: Pro Tools, Audacity, Final Cut Pro and Adobe Premiere Pro.

Programming: HTML 5, CSS3, JavaScript, Linux, Python

Data processing/cleaning: Python, Pandas, R, Java, C++, OpenRefine, Tabula, NetworkX, SQL.

Geographic data: QGIS, ArcGIS, TopoJSON

Visualization: D3, ggplot2, Matplotlib, Seaborn, Adobe Illustrator

Scraping: Selenium, Beautiful Soup

SKILLS AND INTERESTS: *Multimedia* (basic Final Cut Pro, Photoshop, HTML); *programming* (Fortran, Shell); *investigative* (court, tax and property records); *data manipulation and analysis*; *blogging and social media networking applications*.

Memberships: National Association of Black Journalists, Investigative Reporters and Editors, Inc.

Other: Traversed the ring-road of Iceland in an all-terrain bus.

Skills/Interests etc. is a catch-all section that everybody needs on their resume. These are headings from which to choose.

Remember, this list is a second reference. You should give examples of projects in your earlier sections that demonstrate how you've used these tools.

Don't just make your skills section a dumping ground with one list. Organize your skills and put them in categories—that gives the reader a roadmap and the skills pop. Listing social media skills conveys that you're listening, generating conversation and using these tools in your reporting to brand yourself and drive traffic to your media outlet.

SKILLS

Digital Skills: Advanced knowledge of software for multimedia editing (**Final Cut Pro, Photoshop, Bridge, Illustrator, Pro Tools, Soundslides**), Knowledge of various CMS platforms, web design and navigation. Basic SMO and SEO.

Fluent in reading/writing/speaking **Spanish**, conversational **Portuguese** and **Catalan**

Skills: Digital audio/video recording & editing (Final Cut Pro, Pro Tools, Adobe Audition, Audacity). **Web:** Photoshop, Flash, Wordpress.

Social media footprint includes Twitter, FB, LinkedIn, and use of applications for reporting, aggregation and to drive traffic.

Languages: Hindi and Nepali (fluent), Urdu (conversational) **Affiliations:** South Asian Journalists Association, Asian American Journalists Association and Society of Professional Journalists

OTHER...

SKILLS:

Languages: Fluent in English, Arabic and French. Conversational Portuguese and Italian.

Multimedia Editing: Proficient in Audacity, Dalet, Flash, QuarkXPress and TeamNews applications;

Social media networking applications include Twitter, Facebook, Twianguate and others.

Cello: Twenty years, the last four with the Roanoke Quartet.

Sports: Olympic fencer, Panama National Team – 2016 Summer Olympics, Rio.

Other

Special Engineer, licensed boiler operator up to 75 horsepower.

Talents convey passion, commitment, achievement, discipline. This cellist was asked about her music in interviews. Passions can help your case: the aspiring sports reporter who has 10,000 baseball cards or who runs marathons. The aspiring food writer who has a collection of 3,000 restaurant menus...

If you were an athlete—probably worth including—it demonstrates discipline and time management skills, even if you didn't make it to the Olympics. And if you have a special skill—you may not think it is relevant to journalism but it is! One of our favorites: working as a boiler operator. This experience gives a journalist insight and just might inform their reporting on a wide range of issues including workplace health and safety, government regulation, real estate, engineering, unions, wage inequality, and real life.

PROFESSIONAL REFERENCES

REFERENCES

Name, title, phone and email.

Name, title, phone and email.

Name, title, phone and email.

The days of writing “References available upon request” are OVER. Do not write it! If you have space, list references to save a busy editor some time. We recommend including three or four references at the bottom of your resume or if necessary, on a separate page. Shorten the title to keep references to one line each. At least one of these people should be a Columbia professor. Best to include one professional reference. It’s OK if more than one reference is a Columbia professor, particularly if you’re new to journalism, have worked in international newsrooms where your editors didn’t speak English or are otherwise unreachable. If you are sweating over getting your references onto your one-page resume, you can put them on a separate page with your full heading of name and contact information. Make sure to get permission from your references before listing them.

OTHER POINTS TO KEEP IN MIND

- Kill the jargon
- It’s M.A. and M.S.—not MA and MS
- USE AP STYLE. Pay attention to month and state abbreviations. For example, NH is postal address only; N.H. is AP style. States with five letters or fewer are not abbreviated.
- DEGREE PUNCTUATION: use periods. Examples: B.A. in Economics, M.S. in Journalism, M.A. in Journalism, Arts & Culture
- Our M.S. students do a master’s project or capstone project. M.A. students do a thesis.
- Update and revise your resume throughout the year.

PLEASE DO NOT INCLUDE:

1. TYPOS!
2. birthdates
3. pictures of yourself
4. marital status
5. interests that are obvious for journalists, like “reading,” “current events,” and “writing.”

Do not list things that are generic and obvious in a journalism school. Example: taking classes in reporting and writing.

- **Font size:** We discourage students from using smaller point than 10. A 12-point font looks clownishly large. You can manually type in half-point increments on Microsoft Word. On font styles, keep in mind that some fonts fill the page differently than others. Cambria at 10.5 point looks fine, whereas 10.5 point in Times New Roman or Baskerville looks smaller.
- **Margins:** 1 inch is fine. 1.25 inches is too big; this is Microsoft Word’s default margin, so you’ll have to adjust it. The smallest margin you can get away with is .75 inches all the way around.
- **PDFs only!!!** Save your resume as a PDF document to lock in the formatting. Also, use your first and last name to title your file to help hiring managers identify you.
- **Add your LinkedIn, Twitter handle, GitHub and website (if you have one) at the top of your resume with your name, address and phone. You can hyperlink but make sure that your links are also saved as Bit.lys in case recruiters are handling a hard-copy of your resume.**

LinkedIn tips:

- We strongly encourage you to put your LinkedIn profile URL on your resume. Once you create the LinkedIn profile you can customize the URL with your first and last name.
- LinkedIn allows you to include multimedia work and graphics. This is an easy way to showcase your best work, and we strongly recommend you take advantage of this feature.
- Include your contact information in your LinkedIn summary so you are easily found by your sources and hiring managers alike.

Resume Notes for Students with Data and Computational Skills

YOUR NAME

Your current NYC street address
phone numbers/email (list only one email)
yourweb.com, @Twitter handle, LinkedIn, **GitHub**

Always include your GitHub homepage with your contact information. It's the portfolio where you should show your projects and share your code. You can also showcase them on a website, but for jobs requiring tech skills, GitHub is a must.

EDUCATION

Columbia Graduate School of Journalism, New York, NY
M.S. Data Journalism | Degree expected May 2019

Coursework focuses on data gathering and analysis, multimedia visualization, algorithms, narrative mapmaking and climate and science reporting. Assignments involve scraping and cleaning data, navigating government contracts, geolocating data for mapping, PACER research and FOIA requests. Master's project used natural language processing to analyze Yelp data to determine the impact of Yelp Elite reviews on North American businesses. Used Python, QGIS, Graph Commons and Selenium through AWS. *Bit.ly link here to published project or to GitHub description of it.*

When you have specialized data and computational skills, your resume should show the breadth of your training and the methods and skills you have used in your reporting and computational work.

COLUMBIA UNIVERSITY, New York

(Expected May 2019)

Dual Degree M.S. Journalism and M.S. Computer Science

A two-year program with coursework in the Graduate School of Journalism and the Fu Foundation School of Engineering and Applied Science. Classes focused on natural language processing, machine learning and advanced methods of investigative reporting.

Selected journalism projects:

- Wrote a long-form story published by The Independent about the efforts of a nascent tenant union in East Harlem to get its private equity fund landlord to improve living conditions.
- Investigated the largest stevedoring firm in the U.S. revealing systemic racial discrimination, a lucrative insurance scheme and equipment neglect that contributed to the highest death rate of any stevedoring company. Used Python and Selenium to scrape NLRB and OSHA data to assist reporting.

Selected computer science projects:

- Served as lead developer on a team of architecture students that created an interactive data visualization published in The Independent showing the deteriorating quality of life in a group of Harlem apartment buildings.
- Project manager on creation of a compiler of novel language with C-like capabilities that assists users in writing music.

Update the Columbia blurb as you progress through classes and assignments. This description was written during the spring semester, so this data student had many classes to highlight. She focused on one project here and created a separate Projects section to highlight additional work. Your project descriptions should show the reader how you have applied the methods and skills you are learning. Include links to the published project or GitHub page. Use GitHub to describe the project in more detail -- your computation notebooks, the background of the story, how you approached it, the methods and tools used, any challenges and how you overcame them.

If you're a dual degree student, highlight that you have earned two M.S. degrees. Show projects that relate to the work you want to do. This student wanted to use her technical skills to work as an investigative reporter focusing on housing and real estate.

HOW TO HIGHLIGHT PROJECTS AND SHOW YOUR TECHNICAL SKILLS

SELECTED PROJECTS

Columbia University Graduate School of Journalism

· *Master's Project: How Some Exporters Skirt U.S. Tariffs*

Research and reporting on the miscoding of product identification numbers by Chinese exporters to avoid high tariffs during the trade war. Created a dataset from U.S. Census data with dates, identification codes, values of import and tariffs of each product for past eight years. Used Python for cleaning and analysis. [Bit.ly link](#)

· *Data Class Capstone Assignment: The Road to the Bench*

Scraped data on all circuit court judges using Selenium, geocoded with Google and made visualizations of each judge's life journey from birthplace to current working court on an interactive map using GeoJSON and Leaflet. [Bit.ly link](#)

Freelance

· *Stacker – data website.*

Examined the impact of severe weather using NOAA data. Cleaned and analyzed weather data with Python/pandas. Story published on MSN.com. [Bit.ly link](#)

Describing select projects and the context in which they were created is one of the most important elements of your resume. You can highlight projects in the Columbia entry or create a separate Projects section. Here, the data student has created a separate section to highlight her projects. She gives the context for each story – Columbia and Stacker – and also notes which programs she used. Add links to published work or to a more in-depth description of the project on GitHub.

EDUCATION

Columbia University |Fu Foundation School of Engineering and Applied Science |Graduate School of Journalism
M.S. in Computer Science | *M.S. in Journalism* | May 2019

Coursework in multimedia journalism, data analysis and web design, including modules on investigative and computation journalism, software engineering and machine learning.

Projects include:

· *Media Bias in Indian Elections* | Python | [Bit.ly link](#)

A story on media partisanship during the upcoming Indian general elections. On-the-ground reporting and natural language processing data analysis of 1,000 articles from five Indian English-language national daily newspapers.

· *Noah: Tracking Water* | Python, Leaflet, Google App Engine | [Bit.ly link](#)

A platform funded by the Brown Institute for Media Innovation. Through mapping of open source precipitation and surface water data, the site shows the effects of climate change on water availability across the globe.

· *Fairness in Machine Learning* | D3, Python | [Bit.ly link](#)

An explanatory visualization on conflicting definitions of fairness in machine learning using ProPublica's methodology from "Machine Bias"

· *India's Case for Women's Empowerment* | P5, JavaScript | [Bit.ly link](#)

A data story that demonstrates an association between women's literacy and lowering the infant mortality rate in India.

In this format, the student incorporated a description of her data and computational work into the entry for Columbia and listed the programs she used for each project.

NOTE: Know your audience. The level of technical detail to include depends on who will read your resume and the job you're applying for. If you're looking for reporting jobs that incorporate data, play up how you use data to enhance your work. If you're looking to join a graphics team, highlight your coding experience. If you aim to work more on the cutting edges, show how computational tools give you superpowers in journalism and highlight the methods like machine learning and natural language processing that you have used in projects.

SKILLS

Data Analytics

Selenium | Tableau
Beautiful Soup | APIs
Open Refine | GIS

Code

Python | SQL | HTML
R | CSS | JavaScript

Visual Design

Photoshop | AfterEffects
Illustrator | d3.js

List your skills by category to make it easy for recruiters to see the range of tools you have worked with. Consider using a two-column format and listing your skills and projects in one column and your education and experience in the other. This lets you show your skills high up on the page.

Skills

Programming Languages

Python, C, OCaml, Bash/Linux

Web Design

JavaScript, CSS, d3.js

Maps & Visualizations

QGIS, MapBox, Matplotlib, Adobe Illustrator

Data Analytics

Expert proficiency in SQL, cleaning data in OpenRefine, data analysis in Python using packages like Pandas, and showing work in Jupyter Notebook

Web Scraping

Selenium, Beautiful Soup

Languages

Fluent in Spanish, conversational in Portuguese

SKILLS

Programming

- Proficient in Swift and Objective-C
- Intermediate in Python, Matlab, JavaScript
- Knowledge of R, x86 assembly, VHDL, HTML/CSS

Platform Development

- Mobile: Basic iOS and Android
- Web: Bootstrap, React.js, jQuery, Django, Flask

Data

- Python for data analysis, machine learning and neural networks
- Leaflet.js and Chart.js for data visualization

In addition to listing your skills, you can call out your proficiency levels in select programs and languages as these students did. Be realistic. Don't promise more than you can deliver.

GUIDE TO THE RESUME EXAMPLES:

- **Alexandria Bordas:** Text-focused
- **Joe Fanelli:** Multi-platform
- **Micah Hauser:** Stable
- **Ingrid Holmquist:** Documentary
- **Ellis Rua:** Photo / Video
- **Sarah Wyman:** Radio
- **Daniel Mescon:** Multimedia / Broadcast
- **Cara Jane McGoogan:** Multimedia / Web Production (*made using InDesign*)
- **Weihua Li:** M.S. Data Journalism
- **Shreya Vaidyanathan:** Dual degree Computer Science and Journalism
- **Patrick Martin:** Military experience
- **Aaricka Washington:** Career change
- **Yumi Araki:** M.A./Politics resume (*made using Microsoft Word*)
- **Abigail Covington:** M.A./Arts & Culture
- **Karen Ho:** M.A./Business & Economics
- **Mariana Lenharo:** M.A./Science

Alexandria Bordas

Address

LinkedIn & Twitter

phone number/email

Education

Columbia University Graduate School of Journalism, New York.

Degree expected May 2017

Masters of Science, focus on hard news and investigative reporting, and video and audio skills.

- Covered the beat of the Upper West Side (Harlem, Inwood and Washington Heights) and reported on a variety of breaking news and feature stories. Articles ranged from the closing of a cornerstone community senior center to a new bill that could limit people in impoverished neighborhoods using Airbnb to provide supplemental income.
- Shot and edited video stories focused on the food deserts of Harlem and the high asthma rates in The Bronx.
- Studied investigative reporting with Walt Bogdanich of the New York Times and narrative writing along social fault lines with Dale Maharidge.
- Received honors in reporting and business journalism classes and received the Sig and Mary Gissler Scholarship for outstanding performance in the first semester of the journalism program.

California State University, Fullerton

May 2011

Bachelor of Arts in journalism and political science with coursework in breaking news reporting and political analysis in the 21st century. Summer semester creative writing course in Paris with New York University.

Journalism Experience

News Reporter, Palisadian Post, Los Angeles, Calif.

Jan. 2015-March. 2016

Wrote five to seven stories per week as the lead news reporter. Reported on local politics, homeless crisis, crime, education, business and community redevelopment projects and posted on all social media sites.

Highlights include:

- Covered the first Republican Debate live at the Reagan Library and was the only reporter granted access to a Hilary Clinton fundraiser in Pacific Palisades.
- Broke news on a local man who was found dead in his car wrapped in plastic and upon further investigation discovered thousands of dollars of cash in his home, hundreds of guns and a woman claiming he kept her captive while financially supporting his unusual interests.
- Followed an undercover team from the Los Angeles County Sheriff's Department for two months and broke the story on a knock-knock style burglary crime spree in the Palisades. Followed the L.A. Veterans Affairs scandal detailing a misallocation of funds and a string of large protests.

Freelance Journalism, The Inertia – a definitive voice of surf, mountain and outdoor culture.

Jan. 2016 – Aug. 2016

- **Breaking News:** Broke a story of two Australian surfers missing in the dangerous, notorious drug region of Mexico. Wrote a follow-up article when the surfers were found dead. Interviewed families, friends, local organizations and the Sinaloa Police Department.
- **Features:** Wrote articles focused on how climate change affects our oceans, the growing rate of pollution decreasing the population of oceanic sea life and how record setting temperatures affect surfers.

Editorial Assistant, Los Angeles Times, Los Angeles, Calif.

April 2014-Dec. 2014

Conducted background research for the national editorial staff. Assisted with the breaking news tip line daily in the newsroom.

Editorial Intern, Portland Monthly Magazine, Portland, Ore.

Aug. 2013-March 2014

Wrote three to five online stories weekly for a hyper-local magazine. Covered community interest pieces such as best hikes of the winter, art show openings, underground skateboard competitions and whiskey tasting competitions. Attended weekly editorial meetings, fact-checked print pieces for executive editors and conducted background research on larger, print feature pieces.

AmeriCorps: City Year, San Antonio, Texas.

July 2011-May 2012

Taught inner city language arts classes to students at Somerset High School. Worked as an after-school tutor for 5th and 6th grade students. Instructed classes on enriching activities such as introduction to social justice, English language instruction, cultural Latino studies and writing workshops.

Additional Experience

Proficient in shooting and editing video, audio and photos. Experience with Final Cut Pro, Audition, and Wordpress. Savvy with Facebook, Twitter, Instagram, Snapchat, LinkedIn, Google Analytics. Conversational Spanish language skills, member of National Association of Hispanic Journalists (NAHJ) and Student Life Coordinator at the Society of Professional Journalists (SPJ).

References

Paula Span, Adjunct Faculty, Columbia University Graduate School of Journalism, phone number & email

Duy Linh Tu, Professor and Director of Digital Media, Columbia University Graduate School of Journalism, phone number & email

John Ismay, Senior Crisis Advisor at Amnesty International, phone number & email

JOSEPH FANELLI

Address | email | phone number | twitter handle

EDUCATION

Columbia University Graduate School of Journalism, New York, New York

Masters of Science in Journalism

expected May 2017

Training in investigative reporting and audio production with focus in longform narrative writing and video storytelling. Reported on stories related to the New York housing market, including video about a Hamilton Heights' building with one of the worst landlords in the city. In first semester, awarded honors in four of six classes. Currently reporting on 4,000-word master's project with video about non-profit ice hockey league in Harlem.

DePauw University, Greencastle, Indiana

Bachelors of Arts in English Writing, Cum Laude

May 2013

Named to English Honors Society for marks in top 10 percent of graduating class. Completed university's Media Fellowship honors program and producing 10-minute documentary about DePauw's first men's lacrosse team.

EXPERIENCE

Sports writer/The Herald (Dubois County), Jasper, Indiana

August 2013 to July 2016

Pitched and wrote stories for daily newspaper in sports-obsessed southern Indiana. Completed one to two feature stories per week while covering multiple sporting events and also laying out sports pages as part of three-person section. Also completed 10 longform stories for paper's weekly Saturday Feature, with topics ranging from a man competing in first bodybuilding competition, the inaugural, mostly Hispanic, soccer team at a nearby school and the tumultuous family life of an aspiring bowler.

Breaking News Intern/The Oregonian, Portland, Oregon

May 2012 to August 2012

Covered crime, emergencies and other breaking news in Portland, Oregon, and surrounding Multnomah County as part of summer internship. Wrote on deadline, posting four to five stories online as well as continuing reporting for longer, in-depth stories for later publication. Highlights included covering inauguration of city's first female fire chief marred with controversy because of previous reverse-discrimination lawsuit by firefighters' union against nominee, and finishing internship with front-page story about sentencing of high-profile court case of local man who shot and wounded multiple police officers.

Managing Editor, News Editor, Sports Editor/The DePauw, Greencastle, Indiana

August 2009 to May 2013

Devoted additional 30 to 40 hours a week to bi-weekly campus newspaper, rising from general assignment to Managing Editor during time at DePauw. Responsible for writing, editing and placing stories, and monitoring team of reporters and editors. Shared byline on nationally circulated story of drunk driver who crashed car while flipping-off two Mormon missionaries on campus.

SKILLS AND AWARDS

- Proficient in still photography and video production, with editing experience in Adobe Premiere; Dataminr.
- Ran 400-meter dash for two seasons on DePauw's Division III men's track and field team
- Hoosier State Press Association, winner Sports News or Feature Coverage, "[Amid Sorrow, family learns to heal](#)"
- Hoosier State Press Association, 2nd place Sports News or Feature Coverage, "[Fischer becomes force after 50-50 flip](#)"
- Hoosier State Press Association, 2nd place, Best Sports Event Coverage, "[Rasche, Jeeps feel the love in over-time upset](#)"

REFERENCES

Duy Linh Tu, Columbia School of Journalism professor, phone number & email

Ruth Padawer, contributing writer for New York Times Magazine, phone number & email

Brendan Perkins, sports editor for The Herald (Dubois County), phone number & email

MICAH HAUSER
address
phone number | email
website

EDUCATION

Columbia University Graduate School of Journalism

Degree expected May 2017

Master of Science | Toni Stabile Fellow in Investigative Reporting

Covered the Bronx, transforming data- and document-driven stories into absorbing narratives. Conceptualized and directed a 2-month investigation conducted by 11 reporters into a landlord ranked worst in the city by the Public Advocate, analyzing hundreds of public records and interviewing tenants in a dozen buildings. Wrote main piece in the package, which was published on *The Bronx Ink* and earned honors in class. Reporting a master's project on a mismanaged and self-dealing non-profit established by the New York Yankees. Catalogued and investigated President Trump's global business interests for *ProPublica* for a story published in partnership with *USA Today*.

Tufts University

May 2011

Bachelor of Arts in English | Dean's List all semesters

Graduated *summa cum laude* and received Department of English Prize. Edited and wrote for the Arts & Culture section of the *Tufts Observer*. Interned for three semesters at the *Boston Phoenix*, writing live event recaps, reviews, and prepping multimedia content. Studied abroad in Valparaíso, Chile, culminating in an investigative project that examined how import and value-added taxes have atrophied the Chilean book industry.

FREELANCE JOURNALISM

May 2014 – Present

The Bluegrass Situation | Contributing Writer

Wrote a monthly column on outsider art in Southern California, using original reporting and historical research to track the often invisible forces baked into "lowbrow" cultural phenomena, like the Juarez-based manufacturing center responsible for the velvet painting boom in the 1970s.

Other Television and Art Criticism

Essays and interviews have appeared in the *Los Angeles Review of Books*, *The Huffington Post*, and *Neue Journal*. Wrote a 2,500-word piece for *U Magazine* on an artist-in-residence program meant to increase empathy between patients and doctors at the UCLA Medical School.

PROFESSIONAL EXPERIENCE

Content Builder/Reviewer

September 2013 – August 2016

2U, Inc., Los Angeles, Calif.

Partnered with top-tier U.S. universities to create and code content for animated slideshows used in online degree programs. Responsible for distilling and transforming information from recorded lectures into a structured outline, as well as collaborating to create custom graphics/charts/images. Worked in many subject areas, from international law to community health, but developed particular expertise in financial reporting and auditing. Promoted in November 2013 to Content Reviewer, which entailed editing other builders' work.

Research Assistant

May 2013 – September 2013

Alexandra Zapruder, New York, N.Y. & Washington, D.C.

Compiled, analyzed, and reported on primary and secondary source documents for Alexandra Zapruder, who wrote a narrative history of her grandfather's film of the Kennedy assassination, which was published in November 2016 by Twelve Books. Collaboratively mapped early stages of book structure and organization.

Assistant to Kathy Robbins, Literary Agent

October 2011 – May 2013

The Robbins Office, New York, N.Y.

Reviewed and provided editorial guidance on manuscripts and book proposals. Assisted editors, marketing personnel, and over 100 authors in all phases of book publication, from formation of ideas, to sales, promotion, subsidiary rights, and more. Vetted and negotiated contracts, organized events, maintained databases.

SKILLS

Investigative: Extensive experience with PACER, Orbis, LexisNexis, ACRIS, FOIA, Excel, OpenRefine, Python, online verification techniques. **Digital Media:** Comfortable with Adobe InDesign, Photoshop, Audition. Basic HTML and CSS.

REFERENCES

LynNell Hancock, Director of Spencer Fellowship Program, Columbia University, phone number & email

Sarah Stillman, Director of Global Migration Project, Columbia University phone number & email

Cameron Matthews, Editor, *nodepression.com*; former Managing Editor, *The Bluegrass Situation*, phone number & email

INGRID HOLMQUIST

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Email: email@gmail.com
Instagram: [@ingridholmquist](https://www.instagram.com/ingridholmquist) | LinkedIn: [@ingridholmquist](https://www.linkedin.com/in/ingridholmquist)

SKILLS

Adobe Premiere Pro
Final Cut Pro
Adobe Photoshop
Adobe Audition
Adobe After Effects
Photo Mechanic
Canon 5d mark ii & iii
Canon C100
Wordpress CMS
Microsoft Word/Excel

LANGUAGES

Conversational Spanish

REFERENCES

Joel Sartore
National Geographic
Photographer
email @gmail.com

John McCormick
Chicago Tribune
Editorial Page Editor
Email

Sriyani Tidball
Professor, University of
Nebraska-Lincoln
Email

EDUCATION

Columbia Graduate School of Journalism | *New York City*

M.S. in Journalism, with a focus on video reporting and production.

Selected for a third semester documentary program and currently co-producing, shooting and editing a documentary about migrant farmers in Connecticut and the small family farms that employ them. Reporting mostly on social justice, religion, gender and migration.

Honors: Alfred I. duPont Award Fellow—supporting the office and the journalism award ceremony and programming.

Degree expected Aug. 2018.

University of Nebraska-Lincoln | *Lincoln, Neb.*

Bachelor of Journalism, Broadcast (reporting and photojournalism) | May 2015

Selected projects: Video feature about a family's crusade to procure medical marijuana to treat their 13-year-old boy who has a rare brain disease. Produced a 20 minute film about human trafficking in Nebraska.

Studied Spanish language and culture in Bilbao, Spain in the Spring of 2014.

EXPERIENCE

Investigative Intern, Futuro Media, Jan. 2018 - Present

Research and investigate the H-2A visa process and complaints from migrant farmworkers with Nina Alvarez and Fernanda Echavarri.

Photo Assistant, Joel Sartore Photography, Nov. 2015 - Jan. 2017

Sartore works for National Geographic and specializes on exposing issues of mass extinction by documenting species before they disappear. Edited his images and video, catalogued and submitted them to National Geographic.

Reporting Intern, Lincoln Journal Star, Aug. 2016 - Jan. 2017

Covered local breaking news, crime and general assignment stories for the daily newspaper in Lincoln, Nebraska. Enterprised and reported a 1,700 word story about private detention centers detaining asylum seekers.

Editorial Intern and Freelance Journalist, Chicago Tribune, July 2015 - Jan. 2016

Assisted editorial board with research, copyedited letters to the editor section and wrote an op-ed about American desensitization of international crises. Kept on as a freelance reporter and enterprised feature stories about national trends ranging from a piece about changes in marriage to an article about voting trends.

Hear Nebraska, Editorial Intern and Contributor, Jan. 2013 - May 2016

Reported on, photographed and videographed the Nebraska music scene: covering mainly festivals, concerts and features. Created a multimedia piece about the importance of cultural music for the growing Karen refugee community in Lincoln.

Production Intern, Nebraska Educational Telecommunications, June 2013 - May 2014

Produced multimedia pieces and wrote articles for the Platte Basin Time-Lapse Project about the value of water conservation in Nebraska.

Collegiate Contributor, USA TODAY College, Aug. 2014 - May 2015

Contributed written and visual stories including a piece about the rise in popularity of a capella music on midwestern campuses.

Photojournalist/Reporter/Columnist, The Daily Nebraskan, Jan. 2013 - May 2015

Reported and photographed features, breaking news and A&E stories for the daily college paper.

ELLIS RUA

ZZZZ@gmail.com

(646)796-ZZZZ

Twitter/Instagram:@ellisrua

EDUCATION

Columbia University Graduate School of Journalism: Expected May 2018

Coursework in multimedia storytelling with a focus on photo and video. Covered social justice beat, including the impact of the opioid epidemic in a Massachusetts city and chronic poverty in Brownsville, Brooklyn. Produced video pieces on the Brazilian president's tumultuous visit to New York City, a man's struggle to overcome his gambling addiction, a Long Island fishermen's battle against offshore wind farms, and the unlikely success of a Coney Island sword swallower. Master's project is a photo essay on police violence in Rio de Janeiro. Reported in Rio de Janeiro for one month during the winter break.

The City College of New York, MA in the Study of the Americas: 2015

Coursework included comparative slavery studies of the Americas, union labor movements in Brazil and Argentina, and global economics. Lived in Cuba for two months while investigating the black market in Havana for an independent study course. Won the Riviera prize for autobiography.

Saint Francis College Brooklyn, BA in English: 2013

EXPERIENCE

Photo and Video Intern, Miami Herald, Miami Fla.

Summer 2018

Will work at the Miami Herald and their Spanish language publication, El Nuevo Herald during the summer of 2018. Expected to shoot breaking news and feature stories in South Florida. The internship will last until Aug. 12, 2018.

Photo Desk Intern, CNN Digital, New York, N.Y.

Spring 2018

Developed imagery for larger projects. Produced photo essays and galleries for CNN Digital and CNN Photos Blog. Gathered and created relevant images, graphics, and other interactive elements to enhance stories, as requested by assignment producers, the design department, editorial, and other staff members. Performed research to support staff members in producing stories.

The English Crew, Creator/Founder, Rio de Janeiro, Brazil

2016-2017

Organized and co-taught English classes through hip-hop music in Rio de Janeiro's neglected favelas. Promoted class through community leaders, general person-to-person outreach and social media. Moderated community forums using the lyrics of hip hop to discuss issues like feminism and social justice. Became familiar with local and national issues and political trends in Brazil.

SKILLS

Trained in video production and editing using Canon C100, GoPro and iPhone, photojournalism using Canon 5D and Fuji X-T2, Adobe Premiere Pro, Lightroom, Audition and Photoshop, trained in the use of geo-locating newsgathering tool Banjo, AP style, Instagram, Snapchat, Twitter, Facebook Live, Medium, Content Management System




LANGUAGES




Portuguese (Reporting Fluency), Spanish (Working Proficiency)

REFERENCES

Prof. Elena Cabral, Columbia Journalism School, Email, phone number
Tami Luhby, CNN Money, Email, phone number
Jennifer Altman, Photojournalist, Email, phone number



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 @scwyman
 www.linkedin.com/in/scwyman
 www.sarahwyman.com

EDUCATION

Columbia Journalism School, New York, NY Degree expected May 2018

- Master of Science in multimedia reporting with focus on radio broadcast and narrative audio.
- Covered healthcare for *Uptown Radio*, with stories exploring how disabled New Yorkers mobilized in response to the Republican tax plan and doctors' new strategies for convincing patients to get the flu shot. Currently producing a podcast about dementia patients and caregivers who are using art to reclaim their identities, relationships and hope from the disease. Selected for Scripps Covering Religion seminar, traveling to Israel to produce a podcast series. Received first semester honors in Reporting class.

University of California, Los Angeles June 2017

- Bachelor of Arts in French and Communication Studies, magna cum laude.
- Awarded reporting and research trip to Sweden for an audio documentary and research paper about innovative tech solutions for promoting refugee integration.
- Semester abroad at Université de Lyon (Sciences Po) studying journalism.

EXPERIENCE

Producer Jan 2018 — Present
On Assignment Podcast, duPont-Columbia Awards

- Lead studio recording and production for episodes chronicling DuPont-Columbia award winners.
- Cut and mix episodes for monthly release.
- Coordinate interview prep, research guests and draft questions for hosts.

Podcast Director and Online Editor April 2016 — June 2017
The Generation (UCLA's Foreign Affairs Magazine and Website)

- Conceived and launched *Global Voices*, the publication's first podcast on stories that crossed national and cultural borders. Directed and edited four hour-long episodes including pieces about "strongman"-style populism in Turkey and the U.S., the role of religion in responding to global climate change and conflicts over freedom of speech on UCLA's campus.
- Regularly edited and contributed editorials.

Project Assistant Sept 2014 — June 2017
Sustainable LA Grand Challenge

- Worked 12 hours per week producing video, designing graphics and blogging for this interdisciplinary research initiative that aims to achieve 100% sustainability in Los Angeles by 2050.
- Researched the effects of subway stop construction on low-income communities and wrote an editorial published on the UCLA Grand Challenges website and in the *Daily Bruin*.

SKILLS

Multimedia editing:

- *Audio:* Pro Tools, Audition, Hindenburg
- *Video:* Final Cut Pro, Premiere
- *Graphic:* Illustrator, InDesign, Photoshop

Social: Real-time reporting for a targeted audience through Twitter, Instagram and Facebook.

Languages: Fluent in Swedish and French



ABOUT ME



2 Passports
United States, Sweden (European Union)



3 Scholar athlete awards
Captain, UCLA Sailing Team (2015-16)

11 Years classical cello training

REFERENCES

Sally Hershops | Audio Director, Columbia Journalism School
 Phone number
 Email

Daniel Alarcón | Assistant Professor, Columbia Journalism School
 Phone number
 Email

Bill Grueskin | Professor, Columbia Journalism School
 Phone number
 Email

Daniel Mescon

Address

xxx@gmail.com (319) 32x-xxxx @dmescon

EXPERIENCE

- NY1 News**, Staff Writer/Control Room Producer, New York, N.Y. Oct. 2010 – May 2013
- Wrote broadcast scripts, story intros and news summaries of local, national and international events for live 24-hour New York-based cable news channel. Advanced major news/breaking news coverage of events including Hurricane Sandy, the 2012 presidential election and the 10th anniversary of September 11th. Over the course of an eight-hour shift, selected video and sound from incoming raw feeds and produced voice-overs and sound bites for anchor broadcasts and to accompany reporters' field hits.
 - As a control room producer, selected stories, generated rundowns and programmed blocks of news containing top stories, weather, features, etc., and reshuffled show lineups in response to breaking news. Coordinated taping of stories by communicating with anchors and field reporters via IFB. Had final responsibility for editorial accuracy and elements within stories.
- NBC Universal**, NBC Page in the East Coast Page Program, New York, N.Y. Oct. 2009 – Oct. 2010
- Rotated through assignments at multiple NBC programs while also conducting studio tours for the public.
- Countdown with Keith Olbermann* Production June 2010 – Oct. 2010
- Researched local and national news stories and provided facts and background information to the show's writers. Constructed and ordered graphics for the show by compiling elements found in various databases. Updated rundown throughout the day with information for video editors.
- MSNBC* Production/Technical March 2010 – June 2010
- Controlled teleprompter for anchors during MSNBC's live dayside news programming. Assisted crews on remote shoots throughout New York City, and checked in remote guests appearing on dayside and primetime news shows.
- The Suze Orman Show* Production Assistant, Primetime Development Coordinator Dec. 2009 – March 2010
- Wrote summaries of *Suze Orman Show* guests for publication on CNBC's website. Conducted research for executives used in developing primetime *Meeting of the Minds* debate shows. Pitched financial stories to the Executive Producer of *Fast Money* for upcoming broadcasts.
- KRUU 100.1 FM**, News Editor, Fairfield, Iowa June 2009 – Sept 2009
- Wrote and produced daily news broadcasts for local distribution. Reported live on-air while operating audio equipment. Produced long-form feature on the International Video Game Hall of Fame in Ottumwa, Iowa.

EDUCATION

Columbia University Graduate School of Journalism, New York, N.Y.
Master of Science in Journalism expected May 2014
Reporting across multiple platforms with a focus on local general assignment reporting, politics, business and social media and aggregation. Covered the Morrisania neighborhood in the Bronx and reported on the NYPD's "Stop and Frisk" tactics, low voter turnout during elections and food stamp benefits. Currently reporting long-form piece on the unseen world of the New York City night shift worker. Published on websites including *The New York World*, *NY City Lens*, and *Uptown Radio*. First semester honors in reporting class, media law and history seminars.

The University of Iowa, Iowa City, Iowa
Bachelor of Arts in Journalism and Mass Communication Dec. 2007
Coursework in television and radio reporting, video blogging, sports reporting. Honored on President's List for two semesters.

Skills: Final Cut Pro, Adobe Premiere, Adobe Audition, Audacity, ENPS, iNews, DaletPlus

REFERENCES

R. Thomas Herman, Columnist – *The Wall Street Journal Sunday*, Phone number, email
Sandy Padwe, Special Lecturer – Columbia University Graduate School of Journalism, Phone number, email
L.J. Spaet, Staff Writer – CNN, Phone number, email

CARA JANE M^CGOOGAN

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💻 cjmccoogan.contently.com

🌐 Cara McGoogan

🐦 @cjmccoogan

EDUCATION

COLUMBIA UNIVERSITY GRADUATE SCHOOL OF JOURNALISM

M.S. Journalism, May 2015 | Brown Institute Scholar

Coursework in investigative reporting, photojournalism, audio, video and narrative storytelling. Received honors for enterprise feature on violence in public housing development Bushwick Houses, Brooklyn. Explored the struggles of Cuban artists in New York in a multimedia master's project: weaved the narratives of a few artists with the wider historical and political context in a longform, photo and video story. Currently covering breaking news and local off-the-news stories for digital publication NY City Lens. Also investigating "Armies and Spies" in a class with Dean Steve Coll.

UNIVERSIDAD DE SALAMANCA | Semester of Spanish Language and Culture, 2014

UNIVERSITY OF NOTTINGHAM

BA (Hons) English Language and Literature, 1st Class (74%), July 2013

Specialization included literature of the 21st century, literary theory and sociolinguistics. Dissertation titled "Language, Drugs and the Realm of Consciousness." Wrote and managed four student publications and maintained top grades in all classes.

JOURNALISM EXPERIENCE

- July - Dec. 2013 ● VINE Journalist and Designer Kent, UK
Edited, wrote and designed glossy monthly local "freemium" magazine with a readership of 37,500. Managed team of 10, including editorial, design and sales teams, in overseeing magazine production. Through crossover role on the editorial and design teams achieved fine-tuning of the production workflow and improved newsroom efficiency. Content managed the website that achieved over 4,000 clicks per month through bespoke CMS. Used Google Analytics to monitor website traffic and optimize content.
- April 2013 ○ THE WEEK London, UK
Week-long placement. Researched, sub-edited and fact checked at this fast-paced award-winning national weekly magazine.
- 2012 - 2013 ○ THE MIC Chief Editor Nottingham, UK
Chief editor of this quarterly music magazine on a campus of 30,000 students. Cleared the magazine's large debt while also printing in full color for the first time and creating its first website. This was achieved through restructuring the budget, seeking new advertising opportunities and organizing fundraising events.
- 2012 ○ NOTTINGHAM POST Nottingham, UK
Worked on enterprise stories with the political editor and news team of this daily newspaper. Investigated businesses that received government grants for hiring interns.
- 2012 - 2013 ○ NATIONAL STUDENT London, UK
Regular contributor for this UK national digital publication. Freelanced for the music, news and politics sections, as well as writing for their annual Careers Guide and backpacker guides.
- 2011 - 2012 ● IMPACT Nottingham, UK
Contributor for monthly student magazine with a readership of 30,000 students around the University of Nottingham campus.



InDesign | Lightroom
Audition | Premiere
HD Video Camera
DSLR | WordPress
CMS | SEO | Storify
Soundcite | Infogr.am
Google Analytics
SoundCloud | Vimeo



Conversational
Spanish language |
Teaching assistant at
NUSA School |
Ran Nottingham
Liberal Youth |
Charity fundraiser



Backpacked and
traveled to 30
countries including
Cambodia,
Colombia, Bolivia
and Cuba. Have been
robbed on almost
every continent.

REFERENCES

DALE MAHARIDGE
Columbia University
Master's Advisor
xxx@columbia.edu
(212) 854-xxxx

AMY SINGER
Columbia University
Reporting Professor
xxxx@columbia.edu
(917) 68x-xxxx

SANFORD PADWE
Columbia University
Narrative Professor
xxx@columbia.edu
(212) 854-xxxx

Weihua Li

Street address
City, State

Phone
Email

Twitter
Github

EDUCATION

Columbia University Graduate School of Journalism, New York, N.Y.

Master of Science in Data Journalism

May 2018 – May 2019

One of 10 students in inaugural data journalism program focused on using coding, scraping, analysis, machine learning and visualization to create data-driven stories.

Highlights:

- Master's project on students with special needs who have been disproportionately disciplined in New York public schools. Used Python to combine discipline data and school demographics data and Pandas to analyze what factors increase a student's chance of arrest or removal from class. Interviewed students, parents, teachers, administrators and experts.
- Created interactive map exploring the patron-client relationship in Chinese politics. Used Beautiful Soup and Selenium to scrape 3,000 resumes of Chinese Communist Party cadre members. Used Pandas to clean the data and Baidu Map API to match members and geolocation. Used JavaScript and Leaflet.js to build map tracing where each cadre member was from the 1980s to 2017.
- Earned honors in Reporting I, Reporting II and Writing with Data.

Boston University, Boston, Mass.

Bachelor of Science in Journalism

Aug. 2013 – May 2017

Bachelor of Arts in Political Sciences

Served as the president of BU Chinese Student and Scholars Association. Concentrated in comparative politics. Wrote policy paper on Mainland China's influence on Taiwan media. Graduated Cum Laude with Honors.

EXPERIENCE

Freelance Writer

May 2017 – May 2018

- *Tech Writer:* Wrote on startups and trends in digital health for MedTech Boston. Published articles on female entrepreneurs in the health industry. Covered nurses who struggled to gain equal appreciation as physicians in health innovation. Filed weekly.
- *General Assignment:* Covered municipal finance, education and crime for hyperlocal newspapers in Western Massachusetts. Filed weekly.
- *International Reporting:* Wrote about Hurricane Irma and white-supremacist rally for Sina.com (新浪), one of the largest news websites in China.

The Daily Free Press, Boston, Mass.

Aug. 2015 – May 2017

- *Editor in Chief:* Hired and managed 80 editorial, design and business staff of the independent student newspaper at Boston University. Developed, edited and published content for 15 digital stories every day using WordPress. Oversaw the publication of the weekly newspaper.
- *Staff Writer:* Wrote about the unionization of adjunct professors, fire in college radio station, and the trial of Dzhokhar Tsarnaev – one of the perpetrators of the Boston Marathon Bombing.

WBUR, Boston, Mass.

Production Intern at On Point

Sept. – Dec. 2016

Researched, pitched and produced a one-hour live show on China's Social Credit System. Booked guests, conducted interviews, wrote scripts and edited sound.

WAMU, Washington, D.C.

Production Intern at the Diane Rehm Show

May – Aug. 2016

Wrote a segment on David Fahrenthold's investigation into Trump Foundation. Conducted interviews and screened phone calls for live shows.

SKILLS

Data Collection:

API, FOIA/FOIL, Bloomberg Terminal, BeautifulSoup, Selenium

Data Analysis:

Python (Pandas, Numpy, Natural Language Tool Kit), Open Refine, Windows Excel, R Document Cloud, PostgreSQL

Geographic Data:

QGIS, Topojson, Leaflet

Visualization:

Matplotlib, HTML, CSS, JavaScript (Node.js, D3.js), Adobe Illustrator, Adobe InDesign

Language:

Native in Mandarin Chinese

Other:

Avid home chef, currently fascinated with sous-vide and fermentation.

REFERENCES

Maurice Tamman

Master's Project Advisor
Data Reporter/Editor,
Thomson Reuters
Email address

Jonathan Soma

Director of the Lede Program,
Columbia University
Email address

Laura Muha

Associate Dean of Academic Affairs,
Columbia University
Email address

SHREYA VAIDYANATHAN

shreyavaidy.github.io · linkedin.com/shreyavaidy

EDUCATION

Columbia University

New York, NY

Graduate School of Journalism and The Fu Foundation School of Engineering and Applied Sciences

M.S. in Journalism and M.S. in Computer Science

May 2019

Scholar, Brown Institute for Media Innovation

Aug. 2018 — May 2019

Courses include: Analysis of Algorithms, Databases, Data Visualization, Artificial Intelligence, Natural Language Processing, 3D User Interfaces and Augmented Reality, Computational Journalism, Business Journalism

Published work: *How Americans Wound Up on Twitter's list of Russian Bots* —

Our three-member investigative team analyzed data released by the Senate Select Committee on Intelligence and created a custom database using the Twitter API and Neo4j to find accounts that were misidentified as being associated with the Russian Internet Research Agency. (link to story in WIRED, July 2018)

Master's Project: *Gender Wage Gap in Health Care*

Crafted story on valuation of women's work by examining salary data of physicians and surgeons combined with first-hand interviews with female surgeons.

Leadership: *Secretary, Women In Media — Columbia Journalism School*

Aug. 2017 — May 2018

Anna University

Chennai, India

College of Engineering Guindy

B.Tech Information Technology — University Gold Medalist

May 2017

Awarded Best Project for 2017: *Blockchain Enabled Pollution Monitoring With IoT*

Created system to update carbon emission levels on a public blockchain as smart contracts to levy a tax on emitters.

PROFESSIONAL EXPERIENCE

Bloomberg

New York, NY

Summer Intern

May 2018 — Aug. 2018

- Developed algorithms (in Python) for automated stories using data science platform and financial data
- Created data pipelines to detect anomalies in live trading data for production of data-driven news content
- Formulated workflows for coverage of corporate actions and economic news in the equities market

Columbia University Information Technology

New York, NY

Student Service Specialist Assistant

Jan. 2018 — May 2018

- Deployed automated testing techniques for courseworks application using Selenium and Katalon Studio

Indian Institute of Technology, Madras

Chennai, India

Research Intern

May — July 2016

- Developed an Android mobile application for identifying raga (scales in Indian music) using locality sensitive hashing as an effective music information retrieval technique in machine learning
- Contributed to CompMusic, an international project funded by European Research Council

Tata Consultancy Services Ltd. (TCS)

Chennai, India

Summer Intern

June — Aug. 2015

- Collaborated with cloud infrastructure team deploying core banking system across banks in Tamil Nadu
- Designed and formulated content framework for Campus Commune website

PROJECTS

An Explainer on Algorithmic Trading P5.js, HTML/CSS

Dec. 2018

Data visualization showcasing basics of algorithmic trading, flash crashes and sentiment-based trading techniques

Blood Bank App Python Flask, SQLAlchemy, PostgreSQL

May 2018

Web application for hospitals and blood banks to track unit transfers across multiple institutions and donor types

How Is It Made? Unity, Vuforia, ARKit

May 2018

Augmented Reality iOS application using plane-detection techniques in ARKit for visualizing the process of life-casting techniques researched at the Making and Knowing project lab, Columbia University

Go Trucks Flask, PostgreSQL, NodeJS, React, Travis CI

Dec. 2017

Hybrid application to find nearby food trucks; Built with adherence to rigorous testing and continuous integration

TECHNICAL SKILLS

Programming Languages: Python, C/C++, JavaScript, R

Databases and Platforms: SQL, Neo4j, Hyperledger, Hadoop, Google Compute Engine, AWS

Other tools: Scikit-learn, Tensorflow, Unity, D3, p5, OpenGL, Adobe Creative Suite

Patrick Martin

Address
phone number, email address, twitter handle

Education

Columbia University Graduate School of Journalism, New York, N.Y. Degree expected May 2017
Master of Science, reporting across multiple platforms with a focus on local general assignment reporting, breaking news, politics and business. Covered controversial price hike of the Mylan Epipen and the relationship of hedge fund managers to the pharmaceutical industry. Currently reporting on the future of gun control in New York City under the Trump administration.

Florida Atlantic University, Boca Raton, Fla.

Bachelor of Arts in Multimedia Studies and Journalism, Summa Cum Laude May 2016
Coursework in radio broadcast including a full production news radio show and print reporting, winning Palm Beach Post/James M. Cox, Jr. Foundation Scholarship.

Experience

Business Reporter/Intern, Bloomberg News, New York, June 2017-August 2017

Accepted summer intern position.

Freelance Reporter, Various Publications, South Florida, May 2013-Present

Investigative Feature: Wrote an 1100 story on the needle exchange program in Miami for *South Florida Gay News*, covering the dirty syringe epidemic.

General Assignment: Front page of the community section of the *Palm Beach Post* covering bipartisan Paris memorial at Florida Atlantic University.

Breaking News Reporter/Intern, Treasure Coast Newspapers, May-August 2015

Pitched, reported and wrote stories about 100 stories, including an exclusive front page story covering the Treasure Coast offsite ER's and how they differ from urgent care clinics, using multimedia elements like photo and interactive infographics. Participated in breaking news events including an exclusive front page story on Treasure Coast brushfires across three counties. Established database that documents name, location and details of every Treasure Coast plane crash since 1982.

Freelance Contributor, Treasure Coast Newspapers in South Florida, May 2015-July 2016

Established hurricane database with name, location, category of storm, and damages assessed since 2005. Created an interactive info graph to use with the database making it easier for user consumption. Covered the shooting death of a college student during an armed robbery by Florida Atlantic University.

News Editor, Staff Writer, The University Press, August 2014- May 2016

Trained, mentored and edited new writers for the student newspaper, covering events and issues around campus providing weekly content online. Worked with a team of 10 editors to produce a tabloid style bimonthly newspaper, proofing, taking photos and editing across multiple platforms. Covered controversial piece unearthing a \$1.4 million budget cut in student run services.

Military and Veteran Experience

The Fort Lauderdale Vet Center, **2013-2014**

Senior Work Study: Provided customers with important information regarding combat veterans benefits and how to apply

82nd Airborne, US ARMY, Fort Bragg N.C., **2004-2013**

Heavy Weapons Section Leader: Awarded the Purple Heart after my section came under heavy rocket fire in Afghanistan. Provided leadership and supervision to my platoon while deployed to Iraq and Afghanistan for combat missions and Haiti for the earthquake relief. Responsible for the health and welfare of crew members and their families trying to keep morale up while in adverse conditions. Maintained accountability, care and upkeep of more than \$2 million in military equipment.

Light Infantry Team Leader: Performed duties as a jump master when performing airborne operations—making sure upwards of 180 soldiers exit and land safely by performing inspections both on the ground and in the aircraft.

Skills

AP style, Photoshop, Audition, After Effects, Lightroom, Premier Pro, Mobile Video App, Social Media Applications

References

Laura Lemmon, Breaking News Editor, Treasure Coast Newspapers, phone number & email

Kevin M. Petrich, General Manager, South Florida Journal, phone number & email

Dale Maharidge, Columbia University Reporting Professor, phone number & email

Aaricka Washington Address, Apt. #XX New York, N.Y. XXXXX | (XXX)XXX-XXXX | xxx@columbia.edu | personalwebsiteURL | linkedin/in/xxxxxxxx | @TwitterHandle

EDUCATION

Columbia University Graduate School of Journalism Degree expected in May
2019 Master of Science, focus on education reporting and its relationship with business and race. Training in data, multimedia and investigative projects. Covering education through William E. Grady Career and Technical Education High School – a predominately black male, vocational school in Brighton Beach, Brooklyn. Highlights:

- Longform narrative: Writing a 5,000-word master’s project on the negative effects of co-located schools in traditional public-school buildings. Focusing on a traditional public school in Harlem that is facing overutilization challenges due to being co-located with a charter school and a selective public school.
- Documentary: Producing a 20-minute film about the challenges that low-income students face when having to choose between going to college and going through a vocational pathway by May 2019.
- Investigative: Reporting on a confidential investigative project under the guidance of Pulitzer Prize- winning journalist Walt Bogdanich.
- Data: Constructed a data story pitch about low percent changes in educators’ salaries over a set amount of time using Microsoft Excel, SQL and OpenRefine.

Indiana University, Bloomington May
2014 Bachelor of Arts in Journalism, Sociology and African American and African Diaspora Studies minor. Reported weekly on higher education policy, diversity and culture for the **Indiana Daily Student** newspaper. Completed two television broadcast internships at **WTIU Indiana Public Media** – a local PBS-affiliate in Bloomington, Ind. and **WXIN Fox 59 News** – in Indianapolis, Ind.

PROFESSIONAL EXPERIENCE

Indiana Commission for Higher Education, Indianapolis, Ind., AmeriCorps VISTA July 2017 – July 2018
Launched the Scholar 2 Scholar Mentorship Program – where college students mentored 23 high school students to prepare them for being first-generation college students. Created a report and data visualization tool to analyze various efforts of 70 community organizations, schools and colleges at preparing students for college and careers.

KIPP Voyage Academy for Girls, Houston, Texas, Teacher August 2015 – October 2016
Instructed seventh grade students social studies and writing. Led 73 percent of seventh grade students to passing the Texas state standardized writing exam in April 2016.

Teach for America, Foerster Elementary School, Houston, Texas, Teacher August 2014 – May 2015
Taught second grade students core subjects as a corps member.

SKILLS & AWARDS

Award: The Certificate of Merit from Columbia Scholastic Press Association’s 31st Gold Circle Awards in 2014 for a 2,000-word A1 profile about an artist who worked as a janitor in Bloomington, Ind.

Award: The ProPublica Diversity Fellowship to attend the Investigative Reporters and Editors Conference

Multimedia: Digital photography, Adobe Premiere

Investigative/Data: FOIL, Tableau, Excel, SQL and OpenRefine. Working competency in HTML, JavaScript and Python. Proficient on utilizing social media networks for news.

PROFESSIONAL ASSOCIATIONS

National Association of Black Journalists, New York Association of Black Journalists, Investigative Reporters and Editors, Ida B. Wells Society for Investigative Reporting, Education Writers Association

REFERENCES

LynNell Hancock, Master’s Project Advisor, CJS, lh50@columbia.edu, 212-854-8765

Bill Grueskin, Professor, CJS, bgrueskin@columbia.edu, 212-854-6550

Duy Linh Tu, Professor, CJS, dnt3@columbia.edu

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EDUCATION

COLUMBIA UNIVERSITY Graduate School of Journalism
M.A., Political Journalism

New York, NY
Expected May 2014

Intensive coursework includes international and U.S.-based political reporting, investigative journalism, audio documentary production, and media business models. Subject-based coursework includes U.S. foreign policy in East Asia, the economics of inequality and healthcare policy. Currently reporting feature-length multimedia and print story on the politics and consequences of the Medicaid coverage gap.

BOSTON UNIVERSITY College of Communication
B.S. in Journalism, Concentration in International Relations

Boston, Mass.
May 2010

Published July 2009 cover story about Internet piracy for British magazine, *Screen International*, during semester abroad program in London, U.K. Wrote policy paper on U.S. military presence in Futenma, Japan. Served as training producer and on-camera film critic for BUTV10's "Redstone Showcase" show.

EXPERIENCE

TALKING POINTS MEMO
NYC Bureau Editorial Intern

New York, NY
June – August 2013

Broke and aggregated stories about NSA surveillance, gun control, campaign finances, and other beats for website's Livewire news section. Published front-page feature story about recorded political gaffes. Produced traffic-driving news mash-up videos for TPM TV.

POLICY MIC
Politics and Science Columnist (Freelance)

New York, NY
January – June 2013

Reported live from the U.S. Supreme Court during Proposition 8 hearing in March 2013. Published feature stories about new platforms for political protest, the meaning of "Boston Strong" after the 2013 Boston bombings, and why Asian Americans fled the G.O.P. after the 2012 Presidential election.

BOSTON SCIENCE COMMUNICATIONS, INC.
Associate Producer

South Easton, Mass.
July 2010 – June 2013

Produced and edited short documentaries for award-winning independent documentary production company. Researched, interviewed, and edited short documentaries for MIT's Picower Institute of Learning and Memory, Harvard Stem Cell Institute, MacArthur Foundation and other clients. Interviewed Tokyo University genomics scientists and served as Japanese production liaison and Japanese language interpreter for award-winning documentary, "The New Biology."

SKILLS

DIGITAL MEDIA: Adobe Premiere Pro, Final Cut Pro, Photoshop, Illustrator, Audition, ProTools, Camera operation and video editing (Video & DSLR), web design, social media metrics, SEO

INVESTIGATIVE: FOIA requests, reverse image and cached website searches, metadata analysis, public records extraction (voter registration, real estate, federal prisoner information)

LANGUAGES: Japanese native speaker, conversant in Spanish. Proficient in HTML5, CSS, basic JavaScript, PHP

HONORS & ACTIVITIES

Columbia University Asian American Journalists Association Chapter President (2013 – 2014)

Asian American Journalists Association VOICES Student Reporting Program (August 2013)

Foreign Correspondents Club of Japan Swadesh DeRoy Journalism Scholarship Award recipient (2013)

REFERENCES

REFERENCE 1: name, title, phone and email

REFERENCE 2: name, title, phone and email

REFERENCE 3: name, title, phone and email

Abigail Covington

www.abigailcovington.com

XXXX@gmail.com

704-258-XXXX



Employment

Freelance Writer | Various | August 2010 - Present

Write arts and culture features and criticism for Oxford American, The Nation, Pitchfork, AV Club and Consequence of Sound. My feature for Oxford American entitled "When the Fire Broke Out" was chosen as notable essay by Jonathan Franzen and mentioned in Best American Essays 2016. Also write daily posts covering breaking entertainment news.

Senior Editor | Dose Media | January 2017 - July 2017

Oversaw and managed a team of five staff writers and a large network of freelance writers. Worked closely with Dose's Managing Editor to streamline, delegate and manage editorial workflow. Ensured editorial consistency and accuracy through fact-checking and adherence to AP style. Collaborated with social media team to create persuasive Facebook, Twitter and Instagram posts along with quick-hitting, text-based images and memes. Wrote scripts for both branded and non-branded videos from 30-60 seconds in length. Solicited pitches from writers and approved and edited over one hundred stories.

Managing Editor | Imagination Publishing | January 2016 - January 2017

Led the initial strategy and development of Batter Up magazine and was chosen to lead the launch team for the inaugural issue by SVP of Content. Defined editorial direction, including message hierarchy and voice and tone, and set content development for Batter Up. Created, planned and assigned coverage for major industry events across social and digital platforms. Created storylines and assigned articles to a stable of freelancers for the award-winning foodservice industry magazine, Food Fanatics. Wrote feature articles, infographics and video scripts for print and digital content for both Food Fanatics and Batter Up. Managed workflow of print, digital and social projects from start to completion. Mentored associate editors and writers in the reporting, writing, editing and content. Also responsible for uploading back-end content and adjusting HTML/CSS for foodfanatics.com and batterup.com

Content Manager | Food Genius | August 2013 - August 2015

Worked with VP of Marketing to develop Food Genius' content strategy from scratch. Successfully ensured that content marketing provided sales with 35% of their leads in 2014. Created and edited the Food Genius blog, the Download, and its editorial calendar. Generated all customer communications from newsletters to acquisition emails. Analyzed and monitored website traffic using Google Analytics and optimized content based on findings. Recruited and effectively managed a team of six freelance writers and two designers.

Copy Editor | RedEye Chicago | November 2012 - November 2013

Edited each page of the paper for grammar, content, style and format. Ensured that all copy aligned with AP Stylebook guidelines.

Editorial Assistant | A.V. Club Austin | August 2010 - August 2011

Developed and managed AV Club Austin calendar of events. Edited all freelancer content. Wrote news briefs, concert reviews and features.

Education

Columbia University Graduate School of Journalism • New York, New York • expected May 2018

Master of Arts, Journalism, focusing on arts and culture reporting with graduate-level courses in data journalism, music theory and U.S. history. Writing a 8,500-word thesis on Robert E. Lee hagiography and the effects of Lost Cause history on current race relations in the Southeast.

College of William and Mary • Williamsburg, Virginia • May 2010

Bachelor of Arts, Political Science and Creative Writing with a focus on narrative nonfiction.

Skills

Technical | Adobe Photoshop, Adobe InDesign, Adobe Illustrator, HTML/CSS, Google Analytics, Audacity, Microsoft Excel, Logic Pro X

Personal | Encyclopedic knowledge of Prince, above average canoer, no ego, good sport

References

David Hajdu | Columbia University, Professor of Journalism, Email & phone number

Maxwell George | Oxford American, Managing Editor, Email & phone number

Kim Caviness | Imagination Publishing, VP of Content, Email & phone number

Karen K. Ho

address, email, phone number, twitter handle, LinkedIn profile

EDUCATION

Columbia University Graduate School of Journalism, New York, N.Y. Degree expected in May 2017
Master of Arts, in business and economics journalism with graduate-level courses in accounting, corporate finance, operations management, economics and data reporting. Writing a 8,500-word master's project on the court-enabled abuse of elderly and disabled wards by their professional guardians in Las Vegas and why it's so difficult for victims to fight against the process.

University of Toronto and Centennial College, Toronto, Canada May 2010
Joint-Bachelor of Arts (Honours) and Diploma in Journalism with additional classes in photography, magazine writing, layout design, television production, radio reporting and film.

JOURNALISM EXPERIENCE

The Globe and Mail, Business Reporter June 2016 - August 2016
Summer contract general assignment reporter for *Report on Business*. I wrote and reported on investing, small business, technology, real estate, economics, travel and personal finance. I was the first summer staffed assigned a mini-beat for the augmented reality mobile game Pokemon Go and lead this multi-section coverage with a 1,600 word double-page feature in the Globe's Folio section. I also helped produce a personal finance video series specifically aimed at helping Millennials.

Freelance Writer, Reporter and Photographer April 2011 - Present
• My *Toronto Life* feature on Jennifer Pan's trial, a 5,200 word story on matricide, was picked up by media outlets such as the *Washington Post*, the *New York Times*, *The South China Morning Post* and *BBC Radio 1*. "Jennifer Pan's Revenge" was also the magazine's **first piece translated into another language: Simplified Chinese**. The piece received more than **1 million page views**, a completion rate of 84 per cent, two National Magazine Award nominations and was named by Longform as one of the top five crime features in 2015.
• I have also contributed to *Today in Tabs*, *The Walrus*, *Canadaland*, *The Billfold*, *University of Toronto Magazine*, *Longshot Magazine's* Issue Two as well as internships at the *National Post*, *Snowboard Canada Magazine* and TVO's *The Agenda with Steve Paikin*.

Northern News Services Ltd., Business and Labour Reporter March - December 2015
• I was responsible for the business and labour sections in three weekly newspapers: *Yellowknifer*, as well as the territory-wide publications *NWT News/North* and *Nunavut News/North*. My beats were mining and exploration, aviation, tourism, retail, labour as well as skills training, entrepreneurship, economic development, finance and small business.
• I published exclusive features on the territorial government's last-minute multi-million dollar tungsten deposit purchase, the detrimental effects of new regulations on Northern pilots, a \$4M lawsuit for a diamond manufacturing company accused of fraud and the \$1-million+ loss suffered by family-owned company Buffalo Airways after Transport Canada suspended its operations license. .

Business News Network, Broadcast Associate March 2014 - February 2015
I coordinated and miked guests; edited video for archives and cutdowns; composed live-to-air graphs and boards through stock and ticker-generating software; organized callers for the investing show *Market Call*; as well as fact-checked CG boards and banners.

Star Media Group, Reporter at *YourMississaugaBiz.com* September 2012 - August 2013
I reported on education, labour, manufacturing, small businesses, real estate, technology and the pharmaceutical industry for a daily, tri-city, online-only, business news service. However, due to a lack of funding, the project was shut down in August 2013.

SKILLS

Languages: English (fluent), Cantonese (conversational) and Spanish (working), SQL, R

Databases: Bloomberg terminals, Pacer, SEC Edgar, Factiva, LexisNexis, Advanced Excel

Multimedia: Adobe Indesign, Adobe Photoshop, Final Cut Pro, HTML, AVID, iNews, Wordpress

Photography: Canon DSLR. Second place award winner in 2016 from the Saskatchewan Weekly Newspapers Association.

AWARDS AND OTHER ACTIVITIES

Lorana Sullivan Memorial Fellowship March 2016
Full tuition and expenses from Columbia University.

Wharton Seminar for Business Journalists at UPenn October 2014
Attended classes on financial statements, pensions, stock markets, demography, leadership and other major business topics taught by faculty members of Wharton MBA's program. Winner of the SAJA@Wharton Scholarship.

AAJA's Executive Leadership Program April 2016
Selected for 2016 group. Intensive training seminars focused on crisis management, leadership, networking, salary negotiation, product development, public speaking, career planning and mentorship. AAJA member since 2013.

REFERENCES

Claire Neary, Editor, Report on Business (on leave), <i>The Globe and Mail</i>	phone number	email
Rusty Foster, Founder and Editor, <i>Today in Tabs</i>	phone number	email
Saleem Khan, Founder and Editor, <i>invstg8.net</i>	phone number	email

Mariana Lenharo

Address
Phone

Email: mari.lenharo@gmail.com
Twitter: [@marilenharo](https://twitter.com/marilenharo)
LinkedIn: <http://bit.ly/2wr6mNN>

EDUCATION

Columbia University Graduate School of Journalism, New York *(Degree expected: May 2018)*
Master of Arts – Science, Health and Environmental Journalism

Program involves immersion in a wide range of science topics including astrophysics, chemistry, climate change, genetics, medicine and math, promoting a critical approach towards scientific production. Reported on the global expansion of the tropical disease chikungunya due to climate change; a new technology called “organ-on-chip” and problems of science funding. Coursework at the Mailman School of Public Health on the effects of climate change on epidemics. Master’s thesis is about the ongoing effects of Zika in children in Brazil.

University of Sao Paulo (USP), Sao Paulo/Brazil *(December 2008)*
Bachelor of Science in Journalism. Coursework in urban sociology, Brazilian literature, science history and astronomy.

EXPERIENCE

Web editor and reporter, G1: News website of Globo, Sao Paulo/Brazil *(July 2013 – June 2017)*

Covered science and health news and produced written and video content for Globo, Brazil’s largest broadcast media company. Beats included scientific discoveries, public health, health technology and climate change. Lead reporter on the Zika outbreak of 2015; published more than 20 exclusive feature stories on Zika and hundreds of breaking news pieces. Coordinated the work of journalists in 11 Brazilian states in a major reporting effort (the largest of its kind in Brazil) to evaluate the effectiveness of a federal health program that takes doctors to remote areas of Brazil.

Fellow, International Center for Journalists (ICFJ), Washington D.C. and San Francisco *(May 2016)*

Awarded ICFJ training fellowship to study digital news and innovation in Latin America. Fellowship included three weeks at Mother Jones reporting, writing and researching stories on Zika. Visited 10 newsrooms including BuzzFeed, Wired, and The Washington Post to learn about innovative experiences in American media. Took findings back to Globo and implemented the communication app Slack to improve newsroom planning and story management.

Science and health freelance reporter, Folha de S.Paulo, Sao Paulo/Brazil *(June 2013)*

Wrote stories for print and digital media for the largest print circulation newspaper in Brazil. Covered new technologies in health, rehabilitation therapy and cancer diagnosis.

Science Reporter, O Estado de S. Paulo, Sao Paulo/Brazil *(June 2012 – May 2013)*

Performed consistent science coverage for one of Brazil’s top newspapers. Wrote news and features on advances in personalized medicine, public policies to fight AIDS, the spread of infectious diseases such as dengue fever and the effects of pollution in people’s health.

Reporter, Jornal da Tarde, Sao Paulo/Brazil *(January 2010 – May 2012)*

Covered breaking news about urban issues in the city of Sao Paulo such as traffic, criminality and public services. Also covered health and education; attended scientific meetings in Brazil and other countries such as Sweden and Uruguay.

Editorial Trainee, O Estado de S. Paulo, Sao Paulo/Brazil *(Fall 2009)*

Reported general news on several desks of the newspaper as part of a journalism training program.

SKILLS AND ACTIVITIES

Languages: Portuguese (native), French (Intermediate), Russian (Basic)

Multimedia: Video for Internet, Podcast Production. Adobe Premiere, Audition, Photoshop, iNews, Basic Python

REFERENCES

Marguerite Holloway – Science Journalism Professor at Columbia University: email | phone number

Johanna Carrillo – Deputy Vice President at the International Center for Journalists: email | phone number

Renato Franzini – Executive Editor at G1 (News website of Globo): email | phone number

Words that make your resume stand out

Achieved	Collaborated	Copied	Estimated	Increased	Mastered	Proved	Sketched
Acted	Collected	Created	Evaluated	Informed	Met	Publicized	Solved
Adapted	Communicated	Critiques	Examined	Initiated	Monitored	Published	Spearheaded
Administered	Compared	Cultivated	Exceeded	Instructed	Motivated	Queried	Strategized
Advertised	Classified	Debated	Excelled	Integrated	Narrated	Questioned	Streamlined
Aided	Coached	Decided	Expanded	Interpreted	Negotiated	Raised	Strengthened
Allocated	Collaborated	Defined	Expedited	Interviewed	Observed	Ran	Succeeded
Analyzed	Collected	Delegated	Explained	Introduced	Obtained	Ranked	Summarized
Applied	Communicated	Delivered	Financed	Invented	Operated	Received	Supervised
Approved	Compared	Designed	Fixed	Investigated	Ordered	Recommended	Supported
Arranged	Compiled	Detected	Formulated	Judged	Organized	Recorded	Surveyed
Assessed	Completed	Determined	Founded	Launched	Oversaw	Reduced	Tabulated
Assisted	Computed	Developed	Gained	Learned	Participated	Repaired	Talked
Attained	Conceived	Devised	Gathered	Lectured	Performed	Reported	Taught
Audited	Conducted	Diagnosed	Generated	Led	Planned	Researched	Trained
Briefed	Consulted	Directed	Guided	Listed	Practiced	Responded	Translated
Budgeted	Contracted	Documented	Handled	Located	Prepared	Revamped	Tutored
Built	Contributed	Drafted	Headed	Logged	Presented	Reviewed	Updated
Calculated	Controlled	Edited	Identified	Made	Produced	Scanned	Upgraded
Charged	Converted	Enabled	Illustrated	Maintained	Programmed	Served	Visualized
Classified	Cooperated	Ensured	Implemented	Managed	Proposed	Set goals	Won
Coached	Coordinated	Established	Improved	Mapped	Protected	Shot	Wrote