

Education

Master of Public Affairs

Indiana University South Bend

GPA: 4.0 (Incomplete / 15 credit hours)

Bachelor of Arts in Political Science, 2011

Indiana University South Bend

GPA: 3.33

Certificate in Paralegal Studies, 2011

Indiana University South Bend

Personal Statement

I am a self-driven, entrepreneurial writer and editor with over a decade of experience creating compelling content, building online communities, and leveraging social media to reach global audiences. I also have experience in research, writing, editing, and data analysis in an academic setting. My interests range from cooking and reading to exercise and film.

Work Experience

3Play Media (Since December 2015), *Transcript Editor*

Provide closed captioning and transcript editing services to major media clients (CNBC, FOX, HGTV) and world class universities (MIT, Brown, Harvard). My projects include news segments, interviews, lectures, feature films, documentaries, and animated shorts.

- Proofread files for proper grammar, syntax and spelling
- Audio/video text synchronization
- Follow 3Play Media Standards Guide
- 2 hour turnaround on short deadline projects
- Research specialized terminology
- Touch typing at 70 words per minute
- Transcribe local dialects
- MP4 video, Flash, MP4 audio

South Bend Voice (June 2014–September 2015), *Editor*

The South Bend Voice was an independent local news website in South Bend, Indiana. My responsibilities included content development (news, editorials, interviews, and videos), social media strategy, and building brand recognition in the community. I conducted in-person and Skype interviews with government officials, business leaders and entrepreneurs, political candidates, and interesting residents. I also developed a media kit outlining the site's mission, growth, social media trends, and advertising opportunities.

- Writing and editing local and national news articles. **MS Word**
- Recording and editing phone interviews, audio post-production. **Audacity**
- Social media marketing and community building. **Twitter, Facebook, Google+**
- Web analytics integration and analysis. **Google Analytics**
- Trafficking web ads. **Google DFP & AdSense**
- Content management and publishing. **Wordpress**
- Telephone interviews. **Skype**

Game Freaks 365 (April 2003–June 2014), *Founder/Editor*

Game Freaks 365 was a video game website that averaged over 100,000 unique views per month at its peak. My duties included writing news articles, reviews, and editorials. I recorded and edited video content, managed writers, promoted content on social media, and oversaw web development. In 2014, Game Freaks 365 relaunched with a new, modern design.

- Editing video reviews, playthroughs, previews, news clips, and recording commentary. **Adobe Premiere, Audacity**
- Production of article images and thumbnails with templates. **Adobe Illustrator, Photoshop**
- Video channel development, closed captioning. **YouTube**
- Updating text in animated titles. **Adobe After Effects**
- Social media marketing and community building. **Twitter, Facebook, Google+**

iBooks/Kindle (December 2009–May 2014), *Author*

Published several e-books that are sold on Amazon.com, BarnesAndNoble.com, and iBooks. Some of my published works have also been made available in paperback.

- Self-publishing of print books. **Amazon CreateSpace**
- Self-publishing of e-books. **iBooks, Kindle, BN.com, etc.**

Demand Studios (September 2010–February 2014), *Freelance Writer*

Wrote a variety of technology articles for Salon, eHow.com, Houston Chronicle, and other leading websites.