

On-Campus Media Organizations: The Whitman Wire, WEB, quarterlife, etc.

The examples provided below intentionally follow a wide variety of formats. Some use abbreviations, some use bold text or italics. You can decide which format works best for you. Please remember to use consistent formatting throughout your resume.

Examples:

The Whitman Wire, Whitman College, Walla Walla, WA SEPT. 2022 - PRESENT

News Writer

- Conducted and transcribed 2-4 weekly interviews, using interpersonal and journalistic skills, to gather topic knowledge and content for weekly articles
- Scheduled a minimum of 3 weekly meetings with different interviewees, using time-management skills and tools, including Google Calendar, to ensure on-time delivery of interview transcripts and article drafts to newspaper editors
- Wrote weekly news articles on local topics ranging from 400-800 words using AP journalistic style while consistently meeting strict submission deadlines

Whitman Events Board, Whitman College, Walla Walla, WA August – December 2022

Music Director

- Negotiated prices with agents of musical artists, using a \$50,000+ budget to hire bands for on-campus performances attended by up to 30% of the student body.
- Envisioned and set up performance venues, sourced student volunteers, and collaborated with sound technicians to ensure operational efficiency.

Co-Editor in Chief **Fall 2020-Present**

blue moon Art and Literary Magazine, Whitman College, Walla Walla, WA

- Oversaw entire publishing process, including ethics training, magazine layout, budget management, and communications with Bridgetown Printing Company to ensure effective magazine production
- Analyzed and edited over 30 draft copies with a high degree of precision to ensure correct grammar and style while updating Bridgetown Printing Company about all final changes resulting in a high-quality final product
- Managed the magazine's \$20,000 budget effectively using Excel to find innovative cost-reducing solutions while maintaining the quality of the magazine despite external complications
- Hired and trained over 20 staff and genre editors annually, serving as the point of contact for all layout and procedure-related questions to develop staff skills in art discussion and magazine production

quarterlife, Public Relations Manager, Walla Walla, WA Sept. 2019 – June 2020

- Designed and produced over 10 themed advertisements for physical and online publications using Canva and Adobe InDesign, increasing public involvement with the College's artistic quarterly publication
- Planned and executed monthly, medium to large-scale campus events, including open-mic concerts, attracting audiences ranging from 25 to 100

- Managed social media accounts, including Instagram, to promote on and off-campus engagement with publications and programs, increasing followership by 30%
- Collaborated within a team of 12 fellow students for artistic, production, & distribution decisions to ensure high quality of final print product