

AMANDA ALVARADO

404-606-4835 | adalvarado529@gmail.com

SKILLS

Adobe Premiere Pro
Adobe InDesign
Adobe Photoshop
Adobe Audition
Hard and Soft News Writing
Sound Recording & Editing
Promotions
Phone screening
Videography & Editing
Social Media Content & Management
Website Content & Management
Public Relations
Press Releases
Marketing Materials
Interviews

EDUCATION

Georgia State University

Majors: Journalism, Film

INVOLVEMENT

Alpha Omicron Pi
Her Campus GSU
Atlanta Press Club
National Association of Hispanic Journalists
Society of Professional Journalists
Order of Omega Honor Society

ADDITIONAL LINKS

www.linkedin.com/in/amandadalvarado
www.amandadalvarado.pressfolios.com

EXPERIENCE

Production Assistant | Sports Update - GSUTV | Aug. 2017 - Dec. 2017

- Operate camera, lighting, and audio in studio and at sporting events

Vice President of Communications | Alpha Omicron Pi | Nov. 2016 - Nov. 2017

- Manage chapter website
- Write and submit articles for the To Dragma, Alpha Omicron Pi's official magazine
- Manage all social media accounts
- Create and execute a marketing plan
- Manage a committee of six to ten people
- Take photos and shoot video at each event
- Report to headquarters and meet international requirements

Senior Editor | Her Campus GSU | May 2016 - Nov. 2017

- Edit articles before publishing to the Her Campus website
- Run monthly editorial workshops
- Generate content ideas for writers
- Meet deadlines set by national headquarters

Intern | Cumulus Media | May 2017 - Aug. 2017

- On-air broadcasts
- Assisted promotions department
- Wrote press releases and content for Q100 website
- Researched for celebrity interviews, news headlines
- Worked with Adam Bomb, Q100, Rachel Ryan, and News 106.7

Intern | The Bert Show | May 2016 - Aug. 2016

- On-Air Broadcasts
- Pre-show, show, and post-show preparation
- Researched for celebrity interviews, news headlines in affiliate markets
- Wrote articles for The Bert Show website
- Earmarked content from the show to promote the show/cast
- Audio editing and production
- Social media metric analysis
- Crafted custom content for social media platforms
- Analytics tracking
- Interviews
- Video and photo production