

ANNA SPIVAK

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EXPERIENCE

The Wave, Rockaway Beach, NY

Assistant Editor/Social Media Manager, Jan. 2017 – present

- Write and edit stories for *The Wave*'s print publication and website on a weekly deadline
- Responsible for recruiting and managing a team of freelance reporters
- Copyedit all stories before they go to print
- Manage the publication's website, events calendar and entertainment section
- Update all social media platforms with relevant stories and happenings while also diversifying content across those platforms
- Network with community members and local businesses to bring fresh content to the publication

Brooklyn Media Group, Brooklyn, NY

Digital Editor/Reporter, Dec. 2013 – Jan. 2017

- Investigated, reported and photographed breaking news, public events and feature stories for Brooklyn Media Group's print and web publications: brooklynreporter.com, *The Home Reporter News* and *The Brooklyn Spectator*
- Attended dining reviews for the publication's weekly Dining Out section
- Covered editorial, community board and other public meetings and hearings
- Edited stories for both print and web
- Maintained the publication's online presence, including its new website, social media pages and email newsletter

Brooklyn, Brooklyn, NY

Reporter, Feb. 2016 - Jan. 2017

- Wrote thought-provoking, clickable content for Brooklyn.com – an online publication geared toward pop culture, dining, nightlife, real estate, tech updates, events and cost-cutting solutions for Brooklyn residents
- Pitched and copyedited stories
- Optimized articles to best SEO standards

EDUCATION

University At Albany, State University of New York

B.A. in Journalism, Focus in Public Affairs, Minor in Communications 2009-2012

American Intercontinental University, London, England

Study Abroad Program, *Spring 2012*

CUNY Brooklyn College

B.A., Journalism, Minor in Communications, GPA: 3.7 *May 2013*

Served weekly college newspaper, *The Excelsior*, as Features Editor

Academic Dean's List

SKILLS

- Proficient in WordPress, Google Analytics, Microsoft Office, Adobe Photoshop, InDesign, Illustrator, iMovie and Final Cut Pro.
- Fluent in Russian