

Erica Freedman

2027 PACIFIC STREET, APARTMENT 1A, BROOKLYN, NEW YORK 11233
• PHONE: 561.504.6094 • ERICA.FREEDMAN1@GMAIL.COM

MULTI- MEDIA JOURNALIST ♦ WRITER ♦ EXECUTIVE ASSISTANT

FREELANCER | HUMAN RIGHTS | BLOGGING | RESEARCH | SOCIAL MEDIA | ADVERTISING

Key Skills

-RESEARCH AND FACT CHECKING
-PROOFREADING & EDITING
-MULTIMEDIA REPORTING
-INDEPENDENT THINKER
-TEAM LEADER
-ORGANIZER
-SOCIAL MEDIA OUTLETS (INSTAGRAM, FACEBOOK, STORIFY, VIMEO, PINTEREST, WORDPRESS)
-STRONG IN MAC OS AND PC PLATFORMS
-ENTIRE MICROSOFT OFFICE SUITE
-FINAL CUT PRO & PHOTOSHOP

Education

Fordham University
— New York, New York

B.A. in Communications and Media Studies
Focus: Journalism
Minor in English Literature, 2014

Concurrent Employment: Served as a sports **Staff Writer** for university newspaper (The Observer) for half of my education. (2012-2014).

Objective: Versatile and clever writer searching for a position that utilizes my skills while transcending media and social media platforms to provide constant growth and challenge.

Self-reliant, inquisitive individual. Producer of content for women's lifestyle websites, formatter of PR releases for current sales company and relentlessly accurate researcher.

Ability to identify problems in the workplace and encourage productivity and positivity from my team.

Consumer of social media as well as traditional news platforms to ensure strong knowledge of current trends and events in and around the communications and advertising field.

Professional Experience

MELTWATER GROUP – New York, New York

Media Research Associate, August 2014 – Present

- Researches journalists and current media landscape
- Compiles and enters data and contact information into database
- Creates proactive projects to better serve the sales team and company
- Aids in release of PR emails and marketing/ promotional material

Office of Student Affairs at Fordham University — New York, New York

Executive Assistant to Head of Student Affairs, 2013-2014

- Developed strong time management skills to balance schedules and deadlines of three individuals including the head of Student Affairs
- Ensured accuracy of calendars and domestic travel itineraries for department head
- Curated social media announcements to encourage student attendance
- Documented and edited videos for various annual student presentations
- Chaperoned and oversaw the safety and security of 50-100 students at any given event

Rodale Inc. — New York, New York

International Editorial Assistant, 2013-2014

- Worked with international editors to produce content for Men's and Women's Health
- Performed all administrative tasks and ensured smooth office operations on a weekly basis
- Initiated a new system for submitting requests to create a more efficient turnaround

Dan Rather reports — New York, New York

Media/ Reporting Assistant, 2012-2013

- Transcribed interviews up to an hour in length
- Brainstormed and recorded ideas for upcoming long form journalism pieces
- Catalogued past interviews and reports for office library
- Collaborated with news editor to develop news stories and coordinate with other projects already in progress

'Cesca Enoteca and Trattoria — New York, New York

Server, 2012 -2013

- Balanced up to thirty high profile customers in upscale restaurant
- Managed very particular orders and specifications while maintaining a personalized, professional attitude
- Streamlined menu and wine list formats for customer convenience and readability

Writing examples and references available upon request.