Jun Journalism

Halifax, Nova Scotia, (902) 473-2288, name@dal.ca

EDITORIAL SKILLS SUMMARY

Writing/ Editorial Skills:

- Proven writing skills; authored hundreds of pages of fiction in the past three years
- Over three years experience writing articles for various newspapers on topics ranging from politics to theater
- Strong vocabulary skills and able to clarify and/or reorganize a manuscript for content and structure.

Computer Skills:

- Knowledgeable in many types of computer software packages, such as Microsoft Word, WordPerfect, HTML, Content Management Systems (CMS) and Pagemaker
- Experienced in online editing and graphic design
- Fluent in various Social media platforms such as twitter, Facebook, VK, LinkedIn, Google+, YouTube and Instagram

Communication/ Language Skills:

- Experienced public speaker; lectured to a wide variety of audiences
- Completely bilingual in English and Arabic with some knowledge of Mandarin
- Extremely reliable under pressure and consistently meets deadlines

EDUCATION

Bachelor of Arts (Major: English Literature and Journalism) Graduated 2019 King's College, Halifax, Nova Scotia

EXPERIENCE

Journalist Intern, The Coast

Halifax, Nova Scotia

Jan. 2018 - Present

- Contributed weekly articles on current events to local newspaper
- Interviewed local businesspeople for experimental section on area residents
- Recipient of "Best and Brightest" junior journalism award for best contributions

Editor, The Literatim

Dalhousie University, Halifax, Nova Scotia

Sept. 2017 - May 2018

- Held weekly meetings with up to 25 students to select poetry, short fiction, prose, and art work for school literary magazine, published once per semester
- Collaborated with print and design staff on page layout and cover design
- Expanded reader subscriptions by 20% by increasing marketing, facilitating focus groups and focusing content based on student feedback
- Established deadlines for publication and staff contracts based upon academic calendar and publisher expectations

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Feature Writer, The Gazette

Dalhousie University, Halifax, Nova Scotia

Jan 2016 - May 2017

- Wrote weekly articles for Arts and Entertainment Section of campus newspaper reviewing movies, plays, novels, and new music releases
- Guest columnist for viewpoint, sports, and News Sections
- Implemented and managed newspaper budget of \$15,000

Freelance Photographer/ Correspondent, The Mind's Eye Blog

Halifax, Nova Scotia

Sept. 2015 - June 2016

- Leveraged extensive knowledge of photography and videography in operating cameras for promotional photo shoots and candid event shots
- Conducted extensive research, investigations and interview on newsworthy events and drafted stories for publication on blog
- Oversaw all aspects of post-production, from editing pictures and using software to manipulate final picture to resizing/cropping pictures and editing tape footage

Freelance Journalist, The Annapolis Times

Annapolis Valley, Nova Scotia

Summer 2015

- Crafted scholarly articles on little-known Nova Scotian coastal fortifications built in the eighteenth, nineteenth, and twentieth century
- Maintained effective and productive working relationships with corresponding media sources
- Assisted photographer on special projects, studio, and traveled to locations for special shoots

AFFILIATIONS

Member, Canadian Association of Journalists	2017-Present
Member, Canadian Journalists for Free Expression	2017-Present
Member, Young Journalists of Canada	2016-Present
Member, English Society, Dalhousie University	2016-2019
Member, Society for Academic Excellence	2015-2017







Action Statements

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

Tips:

- Quantify whenever possible, it adds perspective.
- Results are PROOF that you are effective.
- Avoid language such as "duties included" or "responsibilities were"; the employer wants to hear how and what YOU did
- Ask yourself, "What is the employer looking for in an ideal candidate?" and "How can I demonstrate that?"



Ineffective Action Statement		Effective Action Statement		
•	Responsible for filling outside orders	•	Processed corporate customer's orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained	
•	Started a new program.	•	Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students	

Examples:

- Provided excellent customer service: assessed client's needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQL on a UNIX platform

ACTION VERBS								
Management skills	Communication Skills	Research Skills	Technical Skills					
Administered	Addressed	Analyzed	Adapted					
Analyzed	Arbitrated	Clarified	Applied					
Assigned	Arranged	Collected	Assembled					
Attained	Authored	Compared	Built					
Chaired	Collaborated	Conducted	Calculated					
Coordinated	Corresponded	Critiqued	Computed					
Delegated	Developed	Detected	Constructed					
Developed	Directed	Determined	Converted					
Directed	Drafted	Diagnosed	Debugged					
Evaluated	Edited	valuated	Designed					
Improved	Enlisted	Examined	Determined					
Increased	Formulated	Experimented	Developed					
Initiated	Influenced	Explored	Engineered					
Integrated	Interpreted	Extracted	Fabricated					
Organized	Lectured	Formulated	Fortified					
Oversaw	Mediated	Gathered	Installed					
Planned	Moderated	Inspected	Maintained					
Prioritized	Negotiated	Interviewed	Operated					
Produced	Persuaded	Invented	Overhauled					
Recommended	Promoted	Investigated	Printed					
Reviewed	Publicized	Located	Programmed					
Scheduled	Reconciled	Measured	Rectified					
Supervised	Recruited	Organized	Regulated					
Teaching/Helping Skills	Financial Skills	Creative Skills	Clerical Skills					
Adapted	Administered	Acted	Approved					
Advised	Adjusted	Conceptualized	Arranged					
Assessed	Allocated	Created	Catalogued					
Clarified	Analyzed	Customized	Classified					
Coached	Appraised	Designed	Collected					
Communicated	Assessed	Developed	Compiled					
Coordinated	Audited	Directed	Dispatched					
Counseled	Balanced	Established	Generated					
Demonstrated	Budgeted	Fashioned	Implemented					
Educated	Calculated	Founded	Inspected					
Enabled	Computed	Illustrated	Monitored					
Encouraged	Conserved	Initiated	Operated					
Evaluated	Corrected	Integrated	Organized					
Explained	Determined	Introduced	Prepared					
Facilitated	Developed	Invented	Processed					
Guided	Estimated	Performed	Purchased					
Informed	Forecasted	Planned	Recorded					
Instructed	Managed	Shaped	Retrieved					
Trained			Screened					

