

JADA JOURNALIST

INVESTIGATOR | WRITER | PHOTOGRAPHER

CONTACT

jjournalist@gmail.com
123-456-7890
jadajournalist.com

SKILLS

Microsoft Office
Final Cut Pro X
Basic Photoshop
AP Style
Magazine layout
Facebook
Twitter
WordPress
LinkedIn

EQUIPMENT

Canon digital cameras
Zoom H1
H4N audio recorder

LANGUAGES

Fluent in Cantonese
Conversational Mandarin

EDUCATION

University of Oregon

Bachelor of Arts,
Journalism
December 20XX

Lane community College

Associate of Arts,
June 20XX

MEDIA EXPERIENCE

WRITER | SPOON UNIVERSITY

Eugene, Oregon | April 20XX- July 20XX

- Researched local restaurants, food trucks and food venues to inform college students on Eugene dining options, simple recipes and basic cooking techniques
- Increased views over national Spoon sites by promoting articles via Facebook, Instagram, and Twitter posts, reaching 300 Facebook likes within one month
- Collaborated with team of 40 UO student writers, photographers and marketing team members to generate website traffic and increase readership
- Published eight food articles to contribute to launch of UO's Spoon University national website

WRITER | BIKE SHARE

University of Oregon Journalistic Interview Course| January 20XX- March 20XX

- Identified, contacted and interviewed sources having an interest in or opposition to the implementation of a Eugene Bike Share program
- Interviewed citizens, transportation planners and University of Oregon staff and bike coordinators to gain different perspectives on biking in Eugene
- Produced a long, news feature story synthesizing interview material, source quotes and research

WRITER | FOOD WASTE PREVENTION

University of Oregon Feature Writing Course| March 20XX- June 20XX

- Identified and contacted sources from Eugene schools, restaurants, outreach organizations and grocery stores to produce feature story
- Initiated and conducted onsite interviews to witness waste prevention in different settings to accurately reflect the atmosphere within story
- Established and maintained strong relationships with sources for future interviews and collaborations

WORK EXPERIENCE

CERTIFIED PHARMACY-TECH | FRED MEYER PHARMACY

Eugene, Oregon | November 20XX-Present

- Accurately assisted pharmacist in filling 400-500 daily prescriptions with strict attention to detail
- Reconciled denied insurance claims by communicating with insurance carriers and medical offices
- Served customers while enforcing HIPAA standards and regulations to protect patient confidentiality
- Ensured patients received proper medication by understanding pharmaceutical terminology

PROOF OPERATOR | BANK OF AMERICA

Portland, Oregon | March 19XX- October 20XX

- Collaborated with team of 30-40 operators, processing checks via 10-key proof machine to successfully meet nightly deadlines
- Encoded and endorsed 20,000-30,000 checks per night for all accounts
- Researched unbalanced transactions by comparing dollar amounts to encoded amount on checks