

Ellen Bastiony

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OBJECTIVE

Editor for community newspaper

EDUCATION

State University of New York College at Buffalo

Bachelor of Arts in Journalism – May 20XX; Major GPA: 3.2/4.0

Niagara County Community College, Sanborn, New York

Associate of Science in Communications and Media Arts – December 20XX

INTERNSHIP

The Buffalo News: Buffalo, New York

Intern – January-May 20XX

- ❖ Wrote and edited news articles of the City & Region section for daily newspaper
- ❖ Participated in story generation with staff to develop creative and unique feature cover stories
- ❖ Organized article proposals for 3 counties and 13 districts using an Excel database

RELATED EXPERIENCE

Niagara Gazette: Niagara Falls, New York

Copy Editor Assistant – September 20XX-present

- ❖ Proofread 100+ staff submissions with attention to detail and content
- ❖ Design print layout of bi-weekly insert including editorial pieces and health interest stories for Sunday circulation of 30,000 locally
- ❖ Approve advertisement inlays for print and online publication

The Record: Buffalo, New York

Senior Editor – June 20XX-May 20XX

- ❖ Assigned beats/articles to a staff of 6 contributing writers for a mid-sized weekly campus newspaper
- ❖ Managed a \$3000 budget
- ❖ Created and wrote a weekly column about health issues

Spirit: Sanborn, New York

Staff Writer – January -December 20XX

- ❖ Interviewed students and wrote campus interest articles for a weekly community college newspaper
- ❖ Edited student submissions to the weekly student contribution column

WNCB Radio Station: Sanborn, New York

Student Assistant – September 20XX-May 20XX

- ❖ Supported students in audio production of tapes for classroom assignments

COMPUTER SKILLS

StyleWriter; Microsoft Office Suite: Publisher, Word, Excel, PowerPoint, Access, Entourage