

Ellen Bastiony

42 Seabrook Drive
Williamsville, New York 14221

(716) 632-4917
bastek@mail.buffalostate.edu

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 Work 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; InkLink; Microsoft Office: Publisher, Word, Excel, PowerPoint