

Emily Hedegard

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

EXPERIENCE

The Maine Monitor, Remote — *Development and Social Media Assistant*

AUGUST 2024 - PRESENT

Created monthly social media publication schedule, designed and produced content, and managed customer data.

The Bolt, Biddeford, ME — *Editor-in-Chief*

OCTOBER 2022 - PRESENT

Increased viewership by over 500%, doubled the staff, created a bi-weekly newsletter, redesigned the website, held weekly meetings, and introduced multimedia content.

The Portland Press Herald, Portland, ME — *Staff Writer*

JULY 2023 - MAY 2024

Wrote over 40 state-level articles for the features desk, produced two social media videos that accumulated over 45K views, and maintained a weekly column.

Associated Press, Remote — *Seasonal Elections Staff*

MARCH 2024 - PRESENT

Visit various polling sites during primaries and report voting results to the Associated Press. Input live voting data onto the Associated Press's website during elections.

EDUCATION

University of New England, Biddeford, ME — *Communications Media Arts; English*

AUGUST 2021 - MAY 2025

Double majored with a minor in writing. Made Dean's list every semester for four years.

SKILLS

Little Green Light.

WordPress.

Adobe Creative Suite.

Canva.

Audio/Visual Equipment.

Google Suite.

VOLUNTEERING

Old Orchard Beach Elementary School

AUGUST 2024 - DECEMBER 2024

Worked with kids to help them develop reading and writing skills and redesigned a classroom library

Young School

SEPTEMBER 2019 - MARCH 2020

Worked one-on-one with students to improve reading and writing comprehension.

CERTIFICATES

AP Style Workshop Certificate

MAY 2024 - DECEMBER 2024

Learned the fundamentals of AP style and understand the how and why of AP style.