

Emily Hedegard

Objective: To expand and cement my journalistic skills

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

Create a monthly social media publication schedule, design and produce content, write grants, and manage customer data.

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.

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, hold 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.

EDUCATION

Thornton Academy, Saco, ME — *High school Diploma*

AUGUST 2017- JUNE 2021

Graduated cum laude as a member of the National Honors Society with a 4.0 GPA.

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 nearly every semester for four years. Will graduate with a 3.9 GPA.

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 5th grade students to help them develop stronger reading and writing skills and redesigned a classroom library

Young School

SEPTEMBER 2019 - MARCH 2020

Worked one-on-one with kindergartners to improve their 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.