**CORRADA SPATOLA**

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**OBJECTIVE** To obtain a full-time communications position

**EDUCATION** **Adelphi University,** Garden City, NY

B.A. in Communications, Concentration in Journalism and PR, May 2020

**Nassau Community College**, Garden City, NY

A.A. in Liberal Arts, December 2017

*\* Worked 15-19 hours per week while attending classes full-time*

**RELEVANT** Interpersonal Communications Understanding Mass Media **COURSEWORK** Magazine Writing Journalism

Newswriting 1 Web Journalism

New Media Introduction to Computers and Their Applications

Introduction to Public Relations Expository and Professional Writing

Media and Gender Cyber Law

Feature Writing Social Media Marketing

**EMPLOYMENT Adelphi University,** Garden City, NY

*Writer and Editorial Assistant- University Communications and Marketing* (October 2019–Present)

• Arranging and conducting interviews with subjects

• Researching topics

• Write news and feature stories

• Making text corrections in Contently and Constant Contact

• Coordinating with traffic and design to keep jobs on schedule

*Writer In Residence- Swirbul Library* (September 2018 – October 2019)

* Write digital content including program information and social media posts
* Conduct interviews and thoroughly investigate activities and events
* Research, write, and edit a year-long oral history

*Student Aide- University Archives and Special Collections* (January 2018- May 2018)

* Creating metadata using Microsoft Excel
* Digitizing archival material
* Assist with exhibition de-installation
* Rehousing archival collections

**Boy Scouts of America: Theodore Roosevelt Council,** Massapequa, NY

*Marketing and Communications Intern- Development Department* (June 2019- August 2019)

* Collaborate with staff on new ideas, directions, and venues for marketing communications
* Assist in planning, writing and managing a monthly newsletter
* Draft, distribute and pitch news releases, media alerts, and other stories
* Identify 12-month communication calendar

**Spectrum Designs,** Port Washington, NY

*Business Development Intern- Spectrum Enterprises* (February 2019- May 2019)

* Assist on a range of administrative and practical tasks relating to sales, production and fundraisers
* Update content daily
* Assist in fostering and identifying potential customers and donors for the organization’s mission
* Collaborate with content ideas, best practices, and optimization
* Generate new sales by marketing the brand’s social media pages
* Research product development

**SKILLS** *Computers:* Proficient in Word, Photoshop, Illustrator, InDesign, Excel and PowerPoint

*Coding:*Intermediate in HTML and CSS

*Social Media:* Proficient in Instagram, Twitter, Tumblr, Facebook, Snapchat, LinkedIn, YouTube, Tinder, and Bumble