

EMILY MCTAVISH

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@EmMcT

CURRENT POSITION

COMMUNICATIONS ASSISTANT
DePaul University
College of Law

Manages official social media channels for College of Law
Drafts social media posts for Twitter and Facebook
Takes photos at College of Law events for social media and archives
Creates graphic images for social media and edits photos
Sept. 2017 to present | Chicago, IL

EDUCATION

DEPAUL UNIVERSITY
May 2019

M.A. in Journalism, emphasis in multimedia

MISSOURI STATE UNIVERSITY
May 2016

B.S. in Journalism, Minor in Sociology
Magna Cum Laude & Dean's List recipient

WORK EXPERIENCE

COMMUNICATIONS ASSISTANT
CA Ventures, LLC

Coordinated the daily schedule for CEO, CFO, COO & other executives
Coordinated business travel & created highly detailed itineraries
Created & updated corporate communications materials; proofread materials
Created graphics included in presentations & on company swag
Maintained the corporate website including light coding
Participated in event planning including holiday parties, happy hours, sports events
Performed various administrative tasks and substituted for front desk
Sept. 2016 to Sept. 2017 | Chicago, IL

NEWS PRODUCER
KSMU News

Contributed to Sense of Community Series on anniversary of Joplin tornado
Produced The Journey Continues series examining local history of race
Covered local news & events to create complete packages for air & web
Took photos relevant to stories & edited for web
January 2016-May 2016 | Springfield, MO

PHOTO EDITOR
Missouri State's The Standard

Assigned photographers to stories & trained new photographers
Color corrected for print and web
Designed opinion page & contributed to design of overall newspaper
Created original illustrations and graphics
June 2015-May 2016 | Springfield, MO

WRITING TUTOR
Missouri State University

August 2015-May 2016 | Springfield, MO

NEWS INTERN
KSMU News

May 2015-August 2015 | Springfield, MO

PHOTOGRAPHER/REPORTER
Missouri State's The Standard

January 2015-August 2015 | Springfield, MO

SKILL SET

Time Management
Writing & Research
DSLR Photography
Copy Editing & Proofreading
Event Planning
Basic Spanish

PROFICIENCY

Adobe Creative Suites:
Photoshop, Illustrator, InDesign
Microsoft Office:
Word, PowerPoint, Excel, Outlook
Wordpress
Hootsuite

INTERESTS

Chicago restaurant & food scene
Cooking & baking
Listening to podcasts
Travel & travel photography
Knitting very long scarves