

JOSEE MATELA

JOURNALIST

BOSTON, MA

CONTACT

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PROFILE

I am a highly-driven and dedicated journalism/international relations student seeking an internship and other professional opportunities. I bring a dynamic background in communications, media, and personal engagement.

SKILLS

- Adobe Creative Suite
- AP ENPS
- Hootsuite
- Microsoft Office
- Final Cut Pro
- Tightrape
- SalsaLabs
- Wordpress
- Basic Front-end HTML
- Social media strategy
- Twitter
- Instagram
- Facebook
- Vimeo
- Youtube

EDUCATION

BOSTON UNIVERSITY DUAL-DEGREE PROGRAM MAY 2020

BACHELOR OF SCIENCE, JOURNALISM

BACHELOR OF ARTS, INTERNATIONAL RELATIONS

JOURNALISM EXPERIENCE

PRODUCER/ANCHOR

BUTV10'S THE WIRE | SEP 2016 - PRESENT

- Coordinate the production of a daily news show on BU station
- On-Camera Anchor covering pressing national/international topics

EDITORIAL INTERN

BOSTON UNIVERSITY SCHOOL OF LAW | JAN 2018 - PRESENT

- Write weekly features and profiles for the BU Law website
- Create graphics, video content, and newsletters

COMMUNITY ENGAGEMENT INTERN

WBUR 90.9 | JAN 2017 - PRESENT

- Promote Boston's NPR News Station at monthly events in the Boston Area
- Generate content for @WBURExtra on Twitter/Instagram (1,000+ followers)

FEATURES WRITER

THE DAILY FREE PRESS | SEPT 2016 - PRESENT

- Wrote 15+ features on arts, business, and science (5000+ circulation)

INTERNATIONAL RELATIONS EXPERIENCE

DEVELOPMENT & COMMUNICATIONS INTERN

INSTITUTE FOR JUSTICE & DEMOCRACY IN HAITI | JUN 2018 - AUG 2018

- Organized a rebranding and contributed front-end coding to website
- Implemented social media push (10.5K Twitter, 3K Facebook)

NEWS MANAGER/ANCHOR/LAYOUT EDITOR

THE IR REVIEW | SEPT 2018 - PRESENT

- Facilitate video interviews with ambassadors and other world leaders
- Create attractive layouts for an undergraduate academic journal

DEAN'S AMBASSADOR

PARDEE SCHOOL OF GLOBAL STUDIES | JAN 2018 - PRESENT

- Represent for Dean Adil Najam to visiting dignitaries and guests
- Serve as a resource and contact for incoming and current students

LEADERSHIP

COM AMBASSADOR PROGRAM CO-COORDINATOR

BU COLLEGE OF COMMUNICATION | JAN 2017 - PRESENT

- Organize a group of 35 Ambassadors and their 500+ mentees
- Mentor incoming first years throughout their academic career
- Coordinate social media content, the CA blog, and administrative duties

STUDENT ADVISOR

BU ORIENTATION | MAR 2018 - AUG 2018

- Introduce over 5,000 students and parents to the BU community and various resources, offices, and opportunities

- Lead groups of 15-30 students through academics advising and city trips

ADMISSIONS AMBASSADOR/INTERNATIONAL ADMISSIONS ADMINISTRATIVE ASSISTANT

BU ADMISSIONS | SEPT 2016 - JAN 2018

FIRST YEAR STUDENT OUTREACH PROJECT STAFF LEADER

COMMUNITY SERVICE CENTER | AUG 2017

BARMUN VICE CHAIR, BOSMUN CO-CHAIR, UN REPRESENTATIVE

BOSTON UNIVERSITY INTERNATIONAL AFFAIRS ASSC. | SEPT 2017 - PRESENT