

Anastasia Moncada

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Objective

Ambitious college student seeking apprenticeships and/or job opportunities to gain a sound, knowledgeable experience in journalism for digital, print, radio and other methods of communication.

Education

University of North Texas **Denton, TX** **August 2015-May 2017**

- Bachelor of Arts Degree in Journalism with a concentration in Digital and Print News
- Minor: Social Science
- Emerald Eagle Scholar
- NAHJ UNT Chapter and National member

El Centro College **Dallas, TX** **August 2011-May 2015**

- Associate of Arts Degree
- Phi Theta Kappa Honor Society

Lassiter Early College High School **Dallas, TX** **August 2011-May 2015**

- Dual Enrolled at El Centro College
- Audio/Visual and Worlds Affair Club Member

Work Experience

Fluellen Cupcakes **Dallas, TX** **March 2015-Present**
Cashier

- Take orders from customers and give them their order(s)
- Perform many tasks in a fast and busy paced environment
- Responsible for keeping up the appearance of the store

Jonmar Services Inc. **Dallas, TX** **June 2015-July 2016**
Administrative Assistant

- Typed up contracts, bids and work orders
- Liaison between managers for in-house departments and managers for all properties under the companies' care
- Collected, entered, and maintained information for internal departments

Volunteer Experience

KERA Radio 90.1FM, KERA TV, KXT 91.7FM **Dallas, TX** **2013-Present**

- Participate in pledge drives and make Thank You Calls to members for their contributions
- Engaging and informing the audience about KXT radio station and other upcoming special events
- Assistant Associate Producer during pledges- tallying the number of contributions

Skills

- Bilingual- English and Spanish
- Computer Skills- PC and Mac
- Planning and Organization
- Creative with displays
- Great leadership skills
- Professionalism with social media