

# Anastasia Moncada

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## **Objective**

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Ambitious college graduate seeking fellowships and job opportunities to gain knowledgeable experiences in journalism for digital, print, radio and other methods of communication.

## **Education**

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### **University of North Texas**

*Mayborn School of Journalism*

**Denton, TX**

**August 2015 - August 2017**

- B.A. in Journalism
- Digital and Print News Major
- Emerald Eagle Scholar
- Nationally Accredited
- Social Science Minor
- NAHJ UNT Chapter and National member

## **Internships**

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### **Alexia McLeod, LCSW; Therapeutic Center for Hope**

*Journalism Intern (Remote)*

**Wellington, FL**

**May 2017 - August 2017**

- Independently produced and published two weekly lifestyle articles on WordPress.
- Created monthly themes and coordinated daily themes with current articles.
- Brainstormed weekly with director and marketing team to generate ideas to enhance engagement.
- Performed keyword research, link building, and content creation to develop and set performance indicators for SEO to support overall marketing and business objectives.
- Used fundamental knowledge of Photoshop to generate unique cover photos for articles.
- Designed and distributed monthly newsletters through CRM system.

## **Work Experience**

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### **Jonmar Services Inc.**

*Administrative Assistant*

**Dallas, TX**

**May 2015 - Present**

- Create and edit internal documents such as bids, proposals, and contracts for four in-house departments.
- Primary contact for in-house department managers and 50+ property managers under the companies' care.
- Collect, enter, and maintain data for internal departments.
- Perform various other administrative tasks.

## **Key Skills**

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- Strong research and information-gathering abilities
- Adaptability and comfort with deadline pressures
- Ability to work independently and collaboratively
- Proficient computer skills for PC and Mac
- Self-motivated and reliable
- Strategic critical thinker
- Outstanding interpersonal skills
- Bilingual- English and Spanish