

[CAROLINE STEVENSON]

CONTACT

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EDUCATION

Syracuse University
May 2024

S.I. Newhouse School of Public Communications
B.S. Magazine, News and Digital Journalism,
School of Information Studies

Data Analytics Minor
Dean's List • GPA: 3.6

SKILLS

Social Media:
Twitter, Youtube, Facebook, Instagram, Snapchat

Video Editing Software:
Adobe Premiere

Software:
Microsoft Word, Powerpoint

Data Analysis Software:
Visual Studio Code, R Studio, Sublime Text

WORK EXPERIENCE

Biogen, Cambridge, MA

Intern, Global Commercial and Medical IT, June 2023-August 2023
Adopted and expanded skills including constructing data flow diagrams and creating weekly data management presentations • Collaborated with associates in Patient Services to achieve project goals.

Ferry Hill Center, Marshfield, MA

Lead Camp Counselor, June 2022-August 2022

Assisted Camp Director in planning daily and weekly activities for over 100 campers • created and posted social media graphics for Ferry Hill Center and Ferry Hill Day Camp to Facebook, Instagram and TikTok accounts • served as role model for 20+ counselors.

Senior Camp Counselor, June 2017-August 2022

Formed relationships with campers, families, and other camp counselors by utilizing active interpersonal skills • Promoted an enjoyable and inclusive environment by overseeing group activities and addressing behavior concerns • Collaborated with staff to develop engaging group activities, weekly themes and events, and camper rewards.

The Dispatch, Marshfield, MA

Food Service Worker, August 2017-August 2020

Provided exceptional customer service through curating curbside-pickup orders • Prepared and served over 20 menu items daily • Managed daily vendor deliveries and operated POS systems.

CAMPUS INVOLVEMENT

The NewsHouse, Syracuse, NY

Audience Engagement Director, January 2024-Present

Social Media Lead Producer, August 2023-December 2023

Creating daily posts for all of The NewsHouse's social media channels, with 6,000+ followers across all channels (Instagram, Twitter/X, TikTok) • Meeting twice every week with the team of lead producers to organize and align on CMS updates.

Contributing Writer, April 2022-August 2023

Writing stories under various verticals, such as entertainment, on-campus, and off-campus news • Pitching relevant & trending story ideas to editors.

S.I. Newhouse School of Public Communications, Syracuse, NY

Peer Advisor, June 2021-Present

Serve as teacher's assistant for Newhouse first-year seminar class • Facilitated engaging events for first-year students • Guided students through adjusted class schedules and becoming familiar with campus.

Kappa Alpha Theta Fraternity, Syracuse, NY

Human Resources Director, December 2021-January 2022

Organized inclusive, house-wide membership events • Assisted the Vice President of Operations with scheduling events • Attended weekly administrative meetings.

University Girl Magazine, Syracuse, NY

Copy Writer, May 2021-May 2022

Assisted writers in grammatical, spelling, and tone edits • Met with other executive board members to publish a successful fall print publication.