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| **SKILLS**  WordPress, HTML/CSS coding, Excel, Adobe Creative Cloud, Video and Audio editing, social media, AP writing style, basic French.  **EXTRACURRICULARS AND VOLUNTEER EXPERIENCE**  **—** Staff Writer at Her Campus American  **—** Staff writer at The Rival American  **—** Staff editor and blog contributor for AmLit  **—** Capstone studying how newsrooms are diversifying coverage  **—** Reading tutor at D.C. Reads  **—** English tutor in Asnières-sur-Oise, France­­ writing and marketing HEAD intern, the strand magazine **—** 2018 Working remotely for an online media publication. Running social media accounts and updating the online store database through WordPress. In charge of communication with other interns and assigning tasks. Book Seller, Left Bank books; hanover, New Hampshire **—** 2016 - present Selling books as well as updating the store’s online accounts and online database. Working with customer service and experience working alone along with responsibility and leadership to open and close the store. | |  | | --- | | R.CROSBY23@GMAIL.COM | 802-299-0365 rebeccacrosby.com220 clAY hiLL rD hARTLAND, VT R.CROSBY23@GMAIL.COM | 802-299-0365 rebeccacrosby.com |  **EDUCATION** REBECCA CROSBY **American university; washington, d.c. — Class of 2021** Candidate for Bachelor of Arts in Journalism and Communications   * Magna cum laude, 3.9 GPA, Dean’s List candidate * Kappa Tau Alpha National Honor Society for Journalism and Mass Communications  **Hanover high school; hanover, new hampshire — class of 2017** —Honor Roll (All semesters) **Experience****Press intern, uNITED STATES department of justice; remote — oct 2020 - Present** Intern in the United States Trustee Program. In charge of press inquiries email inbox, edited weekly updates for the U.S. Attorney General, compiled relevant news clips and distributed throughout the USTP office daily, used Excel to track legal cases and press inquiries, wrote articles for the newsletter, and press releases. **Journalism and Communications associate, Foundation for a green future, boston green fest; Remote — May - AUG 2020** Interned on the PR team to prepare and advertise for the virtual Boston Green Fest, a sustainability festival held each year. Worked with other interns to write articles for the website, wrote press releases, brainstormed ideas, and contacted press. **Communications intern, lime creative; london, united kingdom — Jan - May 2020** Interned at a creative luxury public relations firm. Wrote articles for client’s websites, press releases, worked directly with clients, ran social media accounts such as Instagram, Pinterest with over 75,000 followers, analyzed social media data and user response metrics. Developed writing skills, teamwork, and working on a deadline. **reporting intern, study breaks magazine — JAN - sept 2018** Wrote remotely for an online media publication for college students across the country. Wrote 58 articles that generated over 350,000 individual reads. Researched, pitched, and wrote between one and three articles each week. Worked on writing skills, fast turn out rate, communications, and editing. **Writing and marketing lead intern, the strand magazine — FEB - AUG 2018** Worked remotely and ran Twitter and Instagram accounts for an online media publication and updated the online store database through WordPress. Assigned tasks and communicated with other interns. |