

Leanne Rubinstein

Journalist, Writer and Performer

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EDUCATION

University of Colorado-Boulder — *Journalism*

AUGUST 2017 - MAY 2022

University of Colorado-Boulder — *Vocal Performance in Musical Theatre*

AUGUST 2017 - MAY 2022

EXPERIENCE

Independent Contractor, Boulder, CO — *Personal Assistant*

JULY 2022 - PRESENT

- Website, email and social media creation and management for a local author
- Acted as complex communication liaison for publishers, distributors and stores that carry his novel
- Listed and screened additional contractor positions for various projects
- Extensive note taking and research

MXDWN.com, Los Angeles, CA — *Weekly Music Breaking News Writer*

MARCH 2021 - SEPTEMBER 2021

- Published 9-15 stories each week following updates within the industry, accumulating over 200 published articles by the end of the summer
- Worked alongside industry and media professionals
- Applied knowledge gained from my music studies to produce accurate and descriptive analysis of the topic

Scratch Kitchen, Boulder, CO — *Guest Services*

MAY 2021 - JULY 2022

- Managed all customer interaction and executed daily problem solving
- Ensured product quality and accuracy checks for each transaction
- Acted as communication liaison and translator between the store, customers, management and tech teams

PERSONAL LINKS

[MXDWN author's profile - published](#)

[Personal portfolio](#)

RELEVANT COURSES

GPA: 3.73

Courses taken in journalism: principles of journalism, fundamentals of reporting, reporting 1 & 2, writing for the media, opinion writing, news corps, media law and ethics, media representation of diverse populations, history of digital journalism, photojournalism, photojournalism and social identity

SKILLS

- Communication
- Public speaking
- Editorial and fictional short story writing
- Vocal performance and acting
- Choral directing
- Media management
- Adobe programs
- WordPress
- Microsoft programs, particularly Excel, PowerPoint and Word