



FRANCESCA VULTAGGIO

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Summary

Communications and English double major at St. John's University with one year of editing and leadership experience, as well as a strong background in editorial writing, social media optimization, and proofreading.

Education

Bachelor of Arts: English Expected
05/2021
Bachelor of Science: Communications

- St. John's University | Staten Island, NY | 3.96 GPA
- **Editor-in-Chief:** Senior Yearbook
- **Academic/Scholarship Chair:** Kappa Beta Gamma Sorority
- **Founder:** English Club
- Phi Eta Sigma Honors Society
- National Society of Leadership and Success
- Dean's List Honoree
- Honor Roll

Experience

Contributing Writer 11/2020 - Present
CELEB Magazine

- Write engaging short-form content
- Pitch relevant topics and ideas on fashion, celebrity news, social media and more
- Collaborate with others in brainstorming new concepts

04/2020 - Present

Editor-In-Chief
College Magazine

- Publish 3-5 articles daily after reviewing carefully for Associated Press style, grammar, and mechanics while ensuring they meet requirements for expert sources and Search Engine Optimization (SEO)
- Meet with leadership team consisting of our Editorial Director and Publisher to discuss upcoming partnerships, Quad by College Magazine shop merchandise and promotions, team progress, and changes to the site
- Lead bi-weekly Editorial Board meetings to plan social media campaigns, brainstorm content, and check on individual writers' progress; hold team-wide meetings consistent of workshops and updates regarding the direction of the site
- Recruit, train, and mentor writers and editors while continuing daily communication to ensure the team is staying on task and constantly following guidelines to write the ultimate competitive article
- Previously held roles include Staff Writer, Editor, Social Media Intern

Library Page 09/2016 - 03/2020
New York Public Library

- Served as key point of contact for all patrons and helped with locating books and audio materials
- Responsible for shelving and organizing all returned books according to NYPL protocol
- Supported library programs for children and young adults, as well as tech support for adults
- Supported teams at various NYPL locations during colleague leaves or transitions

Skills

Microsoft Office	The Chicago Manual of Style: 17th Edition	Hootsuite
MS Track Changes	WordPress HTML	Trello
Adobe Premiere	SEO optimization	Microsoft Excel