

URSULA MUÑOZ-SCHAEFER

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[Portfolio](#)

EDUCATION

- 2022 - Present **Master of Fine Arts**
College of Communication – Film and Television Studies
Boston University – Boston, Massachusetts
- 2021 - Present **Certificate of Completion**
Tisch School of the Arts – Film and TV Industry Essentials
New York University/Yellowbrick online program
- 2018 - 20 **Bachelor of Science**
School of Communication and Journalism – Broadcast Media
Florida International University – Miami, Florida
- 2016 - 17 **Bachelor of Science**
Ferré Rangel School of Communications – Film Production
Universidad del Sagrado Corazón – San Juan, Puerto Rico
- 2016 **High School Diploma**
Antilles High School – Bayamón, Puerto Rico

EXPERIENCE

- 09/2022 - Present – **Teaching Assistant**; *Boston University College of Communication*
- Works part-time to assist CO101 lecturers oversee a class of over 600 undergrads by managing a group of 25 students, grading weekly assignments and periodic unit assessment projects
 - Leads weekly discussion sections that go over class material and attends students' needs by email and through one-on-one meetings
 - Other weekly commitments include two lectures, a pedagogy class, periodic check-ins with the head TA, and an office hour to attend students' needs
- 01/2022 - Present – **Contributing News Writer**; *Xtra Magazine*
- Covers world news and culture stories with an LGBTQ+ focus
 - Conducts interviews with sources from all around the world on a weekly basis
- 09/2021 - Present – **Freelance Culture Writer/Critic**
- Writes essays, features and reviews for online pop culture publications
 - Approaches film and music analysis and criticism from a queer, feminist, Latine perspective
 - Conducts interviews with artists and organizers for local events coverage
- 07/2021 - 09/2021 – **Staff Reporter**; *The Big Bend Sentinel*
- Reported hard news and wrote feature stories on the culture and politics of the Big Bend region
 - Wrote up to five news stories a week for the online and print publications
 - Managed *The Sentinel's* social media accounts, promoting articles online through concise captions and multimedia content
- 07/2020 - 01/2021 – **Intern/Reporter**; *South Florida Media Network*
- Reported on current events and local trends occurring in Florida and Puerto Rico

- Filmed, produced and edited news packages using Adobe Premiere
- Conducted interviews with locals, activists and public officials
- Contributed to outside sources *Miami Today* and NAHJ's *palabra*.

04/2020 - 01/2021 – **Opinion Director**; *PantherNOW*

- Managed a team of 20 writers (selected incoming writers, lead weekly meetings and assigned stories to be published daily using WordPress)
- Edited and published opinion columns daily on *PantherNOW*'s website and on social media
- Managed the opinion section's editorial budget and publication calendar
- Wrote editorials representing the views of *PantherNOW*'s editorial board
- Reformed the opinion section by building and trained a team of writers and incorporating multimedia content (including photos, illustrations, video and infographics), online
- Created a social media strategy to promote articles online and create audience engagement, including concise captions and multimedia content
- Oversaw *PantherNOW*'s digital transition amidst the pandemic

01/2020 - 05/2020 – **Contributor**; *Inspicio Magazine*

- Produced and edited video content for *Inspicio*'s website
- Used WordPress to upload articles and post written and video content

08/2019 - 04/2020 – **Assistant Opinion Director**; *PantherNOW*

Florida International University, Miami, FL

- Used WordPress and InDesign to run daily stories online and weekly stories in print
- Assisted Director in editing opinion pieces and training writers
- Collaborated with the opinion director to write weekly editorials representing the views of *PantherNOW*'s editorial board
- Wrote a weekly personal column addressing politics, social issues and culture

HONORS AND ACCOMPLISHMENTS

2020 – **Florida International University**

- FIU Film Studies Certificate
- Dean's List honoree for achieving a GPA above 3.5
- Honorary award for two years of service - *PantherNOW*
- "First Place: Best Personal Column" - *PantherNOW*
- "Best Student Publication" - *SPJ Florida Sunshine State Awards*

2019 – **Florida International University**

- "Best Columnist" - *PantherNOW*
- Dean's List honoree for achieving a GPA above 3.5

2016 – **Antilles High School**

- Honors Diploma and High Honor Medal for maintaining a 3.83 GPA while taking AP classes
- President's Education Award for Outstanding Academic Excellence
- Pen Award for excellence in writing
- Member of the Tri-M Music Honor Society

ADDITIONAL SKILLS

- Fluent in English, Spanish and German