

Jon Richardson

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Education

B.A in Journalism • University of Cincinnati • Expected Graduation: May 2019

Experience

The Cincinnati Enquirer — April 2018 – Present
Prep Sports Desk

- ❑ Pitch and write game stories, profiles, team breakdowns and previews about high school sports, professional hockey and amateur tennis in the Cincinnati area.

The News Record — September 2017 – Present
Staff Reporter

- ❑ Pitch and write engaging game stories, takaways, profiles and opinion pieces for the award winning, independent, student-run media organization of the University of Cincinnati.

SB Nation – BT Powerhouse — February 2017 – March 2018
Contributor

- ❑ Write articles and features about Big Ten college basketball, including team breakdowns, game previews, game recaps, recruiting, and player profiles.

Atos — June 2016 – January 2018
IT Support – Account Management

- ❑ Performed basic troubleshooting, including software installs, network issues, and password resets.
- ❑ Utilized excellent communication and writing skills, both with talking to customers and documenting their issues within a ticketing system.

Skyline Chili — December 2014 – June 2016
Assistant Manager

- ❑ Oversaw day to day operations, including labor management, staffing and scheduling, food and inventory costs, and provided excellent customer service.

Steak 'N Shake — 2011 – 2014
General Manager

- ❑ Oversaw every facet of the restaurant, including a team of three managers, and a staff of 50+ employees.
- ❑ Performed P & L analysis, staffing and scheduling, food cost, labor cost, and store audits, and reporting all information to superiors.

Additional Skills

- ❑ *AP Style*
- ❑ *Chorus*
- ❑ *WordPress*
- ❑ *Presto*
- ❑ *SEO*
- ❑ *Adobe Analytics*
- ❑ *Google Analytics*
- ❑ *iMovie*
- ❑ *Adobe InDesign*
- ❑ *Adobe Photoshop*
- ❑ *Decision Making*
- ❑ *Leadership*

Awards

- ❑ *UC Composition Committee Student Writing Contest*
- ❑ *CompTIA A+ Certification*
- ❑ *Eagle Scout*