



# JASMINE BOSKENT-THOMAS

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## Summary

Highly-motivated College Graduate with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills seeking a position in Journalism as an Editor, Writer, and Content Creator.

## Skills

- Leadership Role Experience
- Great Organization
- Teamwork Skills
- Stories Editing
- News Stories Writing
- Task Delegation
- Production Processes
- Research Information Sourcing
- Critical Thinking
- Graphics and Photo Imaging Software
- Problem-Solving
- Verbal and Written Communication
- Attention to Detail
- Time Management
- Spelling, Punctuation and Syntax

## Experience

### Editorial Assistant Intern

07/2023 - Current

Geaux Queen Magazine | New Orleans, LA

- Crafted social awareness news stories by gathering information from reporters and sources.
- Managed digital archives of photographs, organized files and protected against loss.
- Reviewed and approved proofs submitted by composing room prior to production.
- Consulted with management and editorial staff regarding placement and story development.
- Oversaw artwork, layout and printing, adhering to deadlines and budget requirements.
- Edited digital images lightly or with advanced techniques to create desired effects.
- Proofed copy to detect and correct errors in spelling, punctuation and syntax.
- Planned contents according to publication's style, editorial policy and publishing requirements.
- Wrote stories, articles or newsletters for publication.
- Prepared, rewrote and edited copy to improve readability.
- Developed story or content ideas, considering reader or audience appeal.

### Writing Tutor

09/2022 - Current

Southern University At New Orleans | New Orleans, LA

- Guided students through various steps in brainstorming, researching, outlining, writing, revising and publishing.
- Supported homebound students with complete instructional assistance.
- Participated in professional development opportunities to expand knowledge and skill set.
- Obtained feedback from students and parents to use in development of lesson plans.
- Helped students review and understand previous lessons to make connection with new lesson.
- Assisted students in finding useful study methods to enhance academic performance.
- Utilized listening and questioning strategies to diagnose student needs and monitor progress.

- Designed comfortable tutoring environment conducive to learning.
- Worked closely with students to help develop math and essay writing skills.

### **Podcast Producer & Host**

12/2022 - 07/2023

The SUNO Observer | New Orleans, LA

- Editing audios for all episodes and create promotional art for all prospective guest
- View ratings and statistics for episodes and show ratings
- Writing Editorial Exclusive on special guests
- Directed live broadcasts, films and recordings or non-broadcast programming for public entertainment or education.
- Scheduled interviews with guests and assigned stories to news reporters to optimize coverage and meet deadlines.
- Devised and implemented strategies to create new revenue streams and cut operational costs.

### **Staff Writer**

01/2021 - 05/2023

The SUNO Observer | New Orleans, LA

- Wrote stories to prescribed editorial style and format standards, meeting expected objectives.
- Writing perspective stories for the following topics: Local News, Entertainment News, Fun Facts and Campus Announcements
- Read trustworthy publications to gather information on current events and breaking news.
- Recruit and retain inexperienced staff writers
- Assisting with tutoring incoming staff members
- Research and Interview sources for story ideas
- Asked questions and discovered facts during interviews.
- Identified key mistakes in documents and used well-developed proofreading skills to make changes.

### **News Intern**

01/2023 - 01/2023

Verite News | New Orleans, LA

- Received assignments and evaluated leads or tips to develop story ideas.
- Wrote stories to prescribed editorial style and format standards, meeting expected objectives.
- Developed and pursued stories independently and for assignment, covering range of topics and events.
- Scheduled and conducted interviews by asking targeted questions to capture quotes.
- Traveled to locations to write reviews from first-hand experience.
- Asked questions and discovered facts during interviews.
- Produced and edited daily news and entertainment reports.
- Read trustworthy publications to gather information on current events and breaking news.

### **Editorial Intern**

07/2022 - 10/2022

Skin Care Anarchy The Podcast | Manhattan, NY

- Prepared, rewrote and edited copy to improve readability.
- Proofread 10 plus stories weekly and gave editorial feedback to 5 writers.
- Researched information related to beauty, pop culture, and medicine for pieces.
- Drafted summaries and marketing copy for 50 plus pieces.
- Wrote 300 word pieces every daily for Medium publication.
- Wrote stories, articles or newsletters for publication.
- Developed story or content ideas, considering reader or audience appeal.
- Planned contents according to publication's style, editorial policy and publishing requirements.
- Verified facts, dates and statistics using standard reference sources.
- Read, evaluated and edited manuscripts or other materials submitted for publication.

### **Editor-in-Chief**

01/2021 - 05/2022

## THE SUNO Observer | New Orleans, LA

- Consulted graphic artists on design layout and overall creative vision.
- Supervised staff by checking in regularly to offer guidance with weekly staff meetings
- Provided editing, fact-checking and proofreading for various articles.
- Managed multiple writing and editing assignments in dynamic environment within stated timelines.
- Collaborated with editor-in-chief to determine journal content and topics of special issues.
- Conducted phone and email interviews to elicit advice-driven information.
- Managed development, editing and publishing of editorial content created for articles, blogs, audio interviews and video features.
- Implemented modern electronic delivery platforms while continuing hard copies in response to reader demand and constantly tracked publishing trends and customer preferences.
- Worked closely with graphic, photo and video teams to plan and produce compelling content.
- Partnered with leaders and remote teams to uncover compelling and strategically useful stories.
- Hired, managed, guided and inspired 15-person editorial and administrative team and directed practices and policies for working effectively with vendors and content contributors.

### Managing Editor

01/2021 - 05/2022

#### The SUNO Observer | New Orleans, LA

- Collaborated with project managers to update on status and meet deadlines.
- Supervised staff by checking in regularly to offer guidance with writing structure, grammar, and subject matter.
- Provided editing, fact-checking and proofreading for various articles.
- Recruited talented freelance writers to research and compose articles.
- Held weekly editorial meetings to generate publication ideas and review staff recommendations.
- Managed multiple writing and editing assignments in dynamic environment within stated timelines.
- Oversaw layout design and worked with production team members to complete daily and weekly content schedules.
- Recommended enhancements to articles for optimum readership.

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## Education and Training

### Bachelor of Arts: English Language And Literature

05/2023

#### Southern University Of New Orleans | New Orleans, LA

GPA: 3.5/3.8, Dean's List Honor Roll Student

- Spring, 2022 - Dean's List
- Fall, 2022 - Dean's List
- Spring, 2023 - Dean's List
- Outstanding Community Service Recipient
- Highest GPA for English Department Recipient
- Top Ranked: 20%
- The SUNO Observer Newspaper Member, Jan 2021 - May 2023
- Member of National Honor Society, 2022
- Participated in College of Arts and Sciences Dean Search Committee, Spring, 2023
- Participated in English Department Faculty Search Committee, Spring, 2021
- Graduated magna cum laude

### High School Diploma

05/2019

#### McDonogh 35 Senior High School | New Orleans, LA

- Fall 2019 - Dean's List
- Spring 2018 - Honor Roll

- Top Ranked: 20%
  - 3.8 GPA
  - Member of National Honor Society, 2019
  - Participated in McDonogh 35 Choir, Jan 2018 - May 2019
  - Participated in McDonogh 35 Band, Fall, 2017
  - McDonogh 35 Student Government Treasurer
  - Graduated magna cum laude
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Websites, Portfolios,  
Profiles

- <https://www.jasmineboskentportfolio.com/#/>
- <https://www.linkedin.com/in/jasmine-boskent-846ba4141/>