

# MIKADA GREEN

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## EXPERIENCE

### Stick to Change

*Writer and Editor, May 2022 - Present*

- Wrote text, such as stories, articles, editorials, and newsletters.
- Evaluated and edited manuscripts and other materials submitted for publication and confer with authors regarding changes in content, style and organization and publication.
- Detected and corrected errors in spelling, punctuation and syntax.
- Verified facts, dates and statistics, using standard reference sources.
- Developed story and content ideas, considering reader and audience appeal.

### The Borgen Project

*Intern Writer, Sep 2022 - Dec 2022*

- Wrote one high-quality article per week published in BORGEN Magazine or The Borgen Project Blog
- Independently researched and interviewed subjects for stories
- Contacted Congressional offices each week in support of poverty-reduction programs and legislation
- Ran a personal fundraising campaign
- Utilized social media to share links related to the cause

### Run My Dog

*Office Manager, Sep 2020 - Present*

- Delivered quality customer service to staff and customers.
- Optimized office policies, meeting internal needs while upholding organizational standards.
- Managed office flow by providing direct support to staff.
- Created and reviewed schedules, maintaining staffing levels to meet service goals.
- Set up meetings and on-boarded new clients.

## EDUCATION

### Penn State University

State College

*Digital Journalism and Media (Expected graduation Apr 2024)*

- **Relevant Coursework:** News Writing, News Editing, AP Style, News Media Ethics, Mass Communications Law, Photography
- **Awards & Honors:** Dean's List