

Noelia Arteaga

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Work Experience

The San Mateo Daily Journal | News Intern | San Mateo, CA - **February 2025 - present**

- Prepare assigned news pieces in a timely fashion. Conduct interviews in person and over the phone, proofread stories, work with editors to make stories prime for publishing and collaborate with the news team on story ideas.

Stanford University, Math Dept. | Administrative Associate | Stanford, CA - **February 2025 - present**

- Manage websites, write and publish all news articles for the department. Operate the front desk as the first point of contact for the department, answering questions, calls, visitors, etc. Assist in financial reporting tasks like tracking spending on university cards, ensuring compliance. Order essential materials for the department as well as ensuring facilities are up to code. Assist in event planning tasks like booking venues, catering, event publicity, and execution on day of event.

Rooted In | Inventory Specialist | Boston, MA - **February 2024 - September 2024**

- Managed inventory stock by performing product audits, consolidation, and sales management. Restructured product organization system to improve ease of use and increase inventory accuracy. Used Massachusetts state compliant software for sales tracking to ensure compliance with marijuana laws.

The Huntington News | Opinion Editor | Boston, MA - **Fall 2023 - Spring 2024**

- Assigned and edited staff writer stories. Managed the opinion section on web and print editions. Published articles on a biweekly basis in the editors column.

ServiceNow | Employee Communications co-op - **January 2023 - June 2023**

- Assisted E-Comms team in tasks such as creating and updating slides, sheets, docs. Drafted internal company announcement posts and newsletters. Conducted in depth research on internal social channel performance and presented in monthly team meetings. Organized a panel event on first generation professionals and marketed towards an external audience. Assisted in company events, assisted cultural moment events, and promoted the companies priorities.

Stanford Graduate School of Business | Communications and External Affairs Intern - **Summer 2022**

- Proofread and edited "Class Notes" columns for the Stanford Business Magazine for content, grammar, and clarity. Assisted in data analysis of alumni information for external relations projects by using internal university databases. Drafted business relevant for the Stanford GSB alumni Facebook page for alumni community engagement online.

Education

Northeastern University | Boston, MA - **Class of 2024**

- 3.24 GPA
- Major: Journalism & Political Science
- Torch Scholarship, Recipient - 1 of 13 students who received a fully comprehensive scholarship to support expanding one's global horizons.

Peninsula Bridge, Scholar | San Mateo, CA - **2012 - Present**

- Selected to join a rigorous First Generation 13 year college access and completion organization. Engage in 1:1 advising to overcome academic, personal, and career barriers.

Awards

47th Emmy Awards | Boston/New England Chapter - Excellence Student Award: News Report/Serious News

Skills

- Languages: Spanish (native speaker), English (fluent)
- Technical: Google Suite, Microsoft Suite, Procreate, Basic Photoshop, Wordpress, Basic HTML, Proficient Writing, Video Editing(Premiere, iMovie, Final Cut Pro), Editing (podcast, photo, writing)
- Soft: Creativity, Teamwork, Time Management, Communication, Problem Solving, Adaptability, Leadership