

Grace Gallowitz

Tampa, FL | (845)-661-1994 | Gracegallowitz@gmail.com | <https://www.linkedin.com/in/grace-gallowitz-749aa4262/>

EDUCATION:

The University of Tampa

Tampa, FL

Bachelor of Arts in Journalism

RELEVANT EXPERIENCE:

The Minaret (University of Tampa Newsletter)

Tampa, FL

The Minaret Staff

Jan 2025 - May 2025

- Researched and wrote articles about on-campus events, student life, and local news to inform and engage the university community.
- Conducted interviews with students, faculty, and community members to provide diverse perspectives in reporting.
- Contributed to editorial meetings by pitching story ideas and collaborating on issue themes.
- Captured images and created multimedia content to enhance articles and online engagement.

Tampa Magazine

Tampa, FL

Intern

Aug 2024 - Dec 2024

- Collaborated in the research, writing, and editing of feature articles and blog posts for web publication.
- Proofread and fact-checked articles to ensure accuracy and quality control.
- Brainstormed seasonal themes and story angles for an editorial calendar to ensure relevant content for readers.
- Wrote content for special edition issues focused on niche topics by researching industry trends, collaborating with writers, and selecting compelling visuals to enhance reader engagement.

PUBLICATIONS:

- Gallowitz, Grace. "How Challenges to DEI Will Affect Public and Private Universities." *The Minaret*, 3 Feb. 2025, <https://theminaretonline.org/2025/02/03/how-challenges-to-dei-will-affect-public-and-private-universities/>. Accessed Feb. 2025.
- Gallowitz, Grace. "Tampa Bay's Best Holiday Events." *Tampa Magazines*, Dec. 2024, <https://tampamagazines.com/holiday-events-2024/>. Accessed 2025.
- Gallowitz, Grace. "Falling for Fall: Autumn Events in Tampa Bay." *Tampa Magazines*, 16 Oct. 2024, <https://tampamagazines.com/fall-events-in-tampa-bay/>. Accessed 2025.
- Gallowitz, Grace. "Top Holiday-Themed Delights to Try This Season." *Tampa Magazines*, 18 Dec. 2024, <https://tampamagazines.com/holiday-delights/>. Accessed 2025.

SKILLS:

- **Digital Media & Content Creation:** Content creation, video editing, digital media, creative writing, technical writing
- **Social Media Platforms:** Instagram, TikTok, Facebook
- **Software & Tools:** Adobe Premiere Pro, Adobe Illustrator, Microsoft Word, Apple software, Outlook, Canva, Lightroom, Microsoft 365 (Excel – Pivot Tables & VLOOKUP), HRIS familiarity
- **Google Workspace:** Google Docs, Sheets, Slides, Drive,
- **Professional Skills:** Adaptability, AP Style, communication, attention to detail, cross-functional collaboration, critical thinking
- **Administrative & HR:** Calendar management, scheduling, onboarding/offboarding workflows, recordkeeping, resident/customer service support

Portfolio: <https://gracegallowitz.journoportfolio.com/>