

MARCUS KEY



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RELEVANT COURSEWORK

- Writing for the Media
- Audio/Video Production
- Writing/Designing for Digital Media
- Advanced Video Production

EDUCATION

Southern Illinois University Edwardsville (SIUE)

Edwardsville, Illinois

Bachelor of Science in Mass Communications, Journalism, Pre-Law minor

ACEJMC Accreditation

Expected Graduation: Dec 2021

WORK EXPERIENCE

The Alestle @ SIUE, News Reporter

Edwardsville, Illinois

August 2019 – March 2020

- Interview up to four sources to produce written and digital content for campus newspaper according to AP Style
- Maintain multiple social media accounts to promote campus newspaper and create and research story ideas (Facebook, Twitter)
- Attend games and other campus events to cover sports, events and news content
- Attend weekly meetings to collaborate on news ideas and improve the content of the campus newspaper
- Answer calls, host meetings and perform other assigned duties

Riverdale Police Department, Intern

Riverdale, Illinois

May 2019 – December 2019

- Maintain a daily log of extremely confidential information using Microsoft Excel
- Create letters for residents using Microsoft
- Answer phones, fax letters, accept mail, greet customers
- Perform other assigned duties and report to Chief of Police
- Attend community events to engage with residents

United Airlines

Summer Intern

Chicago, Illinois

May 2018 – July 2018

- Greet traveling passengers with friendly customer service

- Assist customers with check-in, baggage, gates, and lost/found
- Announce departing information at gates
- Direct passengers to gates, including handicap passengers
- Provide flight information and change flights

CDW Corporation

Inside Sales Intern

Chicago, Illinois

November 2016 – August 2017



- Provide direct support to Inside Sales Team
- Post and manage over 250 summer internships using applicant tracking systems (Taleo, Recsolu, Yello)
- Provide account support to interns via telephone
- Attend recruitment events and track potential candidates
- Perform other duties assigned

****References available upon request**