

# VIVIAN KOLKS

## CONTACT INFORMATION

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## SKILLS AND ABILITIES

- Proficient in Adobe Creative Cloud including Indesign and Photoshop. Experience with newspaper and marketing materials design. Also has experience producing multimedia pieces using Premiere and Audition.

-Experience with uploading and formatting digital and print content with content management systems such as Blox.

-Years of logistical experience with AP style, copyediting, proofreading, fact-checking and following deadlines.

-Strong verbal and communication skills. Has years of both customer service and administrative experience.

## EDUCATION

### University of Missouri-Columbia

#### Bachelor of Journalism and Bachelor of Arts in Communication, Minor in Political Science

-Graduating December, 2021

-Earned a Certificate in Multicultural Studies

-2018 University of Missouri Cherng Scholar

-Residential Life Ambassador

-Inducted into Lambda Pi Eta, National Communication Honor Society, *Spring 2020*

-Mizzou Mock Trial, *three year member*

## EXPERIENCE

### Eat+Drink Editor

#### Vox Magazine (Aug, 2021 - Present)

-Pitches, confirms sources and guides writers through the reporting process

-Produces the section including writing copy, approving design, copyediting and formatting articles for digital publication.

### Editorial Intern

#### CityBeat Magazine (May, 2021 - August, 2021)

-Pitched, conducted interviews and wrote pieces on local news, culture and other human interest topics including a weekly newsletter on recent stories.

-Freelanced for the publication after the internship concluded, including writing a cover story.

### Writing Intern

#### Como Magazine (Jan, 2021 - May, 2021)

-Collected content and wrote several recurring departments for a monthly city magazine based in downtown Columbia including "Closer Look," a monthly feature on up-and-coming businesses.

-Produced digital content for marketing clients including online blogs, creating and coordinating social media posts.

### Contributing Writer

#### Vox Magazine (August, 2020 - December, 2020)

Pitched, researched and wrote feature and lifestyle stories for a monthly city magazine based in Columbia, Missouri for both print and digital formats..

### Editorial Intern

#### Cincinnati Magazine (May, 2020 - August, 2020)

-Performed fact checks and copy edited various feature, news and lifestyle stories for a monthly news and culture magazine based in Cincinnati, Ohio.

-Pitched, conducted interviews and wrote pieces on local news, culture and other human interest topics relevant to Cincinnati readers.

### Business Reporter

#### Columbia Missourian (Jan, 2020 - May 2020)

-Covered the local business community as it endured the beginning of the COVID-19 pandemic for a daily city newspaper in Columbia, Missouri with a circulation of 30,000.