

Amelia Roberts

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EDUCATION

B.S. in Multiplatform Journalism
Bowling Green State University
Minor: Popular Culture

April 2023

PROFESSIONAL EXPERIENCE

Public Information Intern

August 2022-Present

Ohio Department of Transportation, Bowling Green, Ohio

- Wrote press releases to communicate information to citizens of Northwest Ohio and the media.
- Designed monthly newsletter using Canva sent to 100+ company employees.
- Created weekly informational graphics and monetized advertisements for social media using InDesign that each gained 5,000 to 8,000 views.

Lifestyle Content Director

May 2021-May 2022

Falcon Media, Bowling Green, Ohio

- Managed a team of eight interns and reporters by holding pitch sessions and assigning stories.
- Ensured daily lifestyle, popular culture and opinion content was posted to the website using WordPress.
- Copy edited stories for print in The BG News and broadcast writing for Falcon Media.

Opinion Editor

August 2020-May 2022

The BG News, Bowling Green, Ohio

- Wrote two stories per week about politics, current events and lifestyle for print in The BG News and website.
- Pitched three to five story ideas per week for the lifestyle section in The BG News.
- Created supplemental graphics using Canva to accompany each story.

Intern

August 2021-December 2021

Adams Street Publishing, Toledo, Ohio

- Wrote and copyedited two articles per week about upcoming events and community outreach programs for print in The Toledo City Paper, Toledo Parent, Ann Arbor Family and Findlay Area Living.
- Conducted one to two interviews per week with local experts and prominent figures in Northwest Ohio.
- Researched local upcoming events to update the city calendar on the Toledo City Paper website.

Writer

April 2020-April 2022

The Odyssey Online, Remote

- Wrote 20+ stories about lifestyle, popular culture and current events that each gained 1,500 to 8,500 views.
- Uploaded stories with accompanying images and SEO onto website using a CMS system.
- Advertised stories independently through social media platforms including Instagram, Twitter and Snapchat.

Awards and Honors

- Dean's List: Three semesters
- Thompson Working Families Scholarship Recipient
- University Freshman Academic Scholarship Recipient

Skills

- Adobe Premiere Pro
- Audacity
- WordPress
- iMovie
- Basic coding
- Basic HTML
- Meta Business Suite
- Adobe InDesign
- Appspace
- Canva – graphic design
- Notion – workspace design
- Canon Rebel T6i
- Nikon DSLR camera
- SEO
- Voiceover/sound on tape