

ELIZABETH PARAS

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EDUCATION

College of William And Mary - Williamsburg, VA / Expected in 05.2024

Bachelor of Arts: English

American International School Of Guangzhou - Guangzhou, China / 05.2020

High School Diploma

PROFESSIONAL SUMMARY

Policy Analyst/Op-Ed Writer, Robert Weiner Associates Public Affairs and Solutions for Change: Intern, National Press Club/
05.2021 - current

English student with background in journalism. Strong technical proficiency with work history in news and opinions-based writing. In-depth knowledge of Microsoft Office coupled with interviewing and time management abilities. Proven history of fact-checking and editing.

SKILLS

- Interviewing skill
- Media operations knowledge
- Organization and Time management
- Responsible
- Story development
- Social Media
- Proofreading
- Friendly and personable

WORK HISTORY

News and Opinions Intern / The Flat Hat Newspaper -
Williamsburg, VA / 08.2020 - 11.2020

- Conducted live and taped interviews to obtain information.
- Interviewed guests on specific topics.
- Investigated important community issues and put together well-received reports.
- Wrote and submitted accurate, engaging and fact-checked stories.

OTHER EXPERIENCE

- Utilized Microsoft Office to produce professional pieces.

Member of National Honor Society (2019-2020)

- Coordinated strategic goals and worked to secure grants for local charities, programs and needs.
- Motivated and encouraged team members to communicate more openly and constructively with each other.
- Cultivated network of potential donors by attending school events.

Member of Habitat for Humanity (2017-2020)

- Moved brick and dirt materials using manual shovels and heavy equipment.
- Completed bricklaying and foundational tasks using up-to-date construction tools and machinery.
- Worked with volunteers to guide fundraising activities, managed finances and strategized with board members to innovate opportunities to attract new donors.

Editor-in-Chief of The Beacon (2018-2020)

- Managed development, editing and publishing of editorial content created in-house or submitted, including articles, blogs, audio interviews and video features
- Wrote interesting, eye-catching story headlines and summaries.
- Published pieces online and promoted through social media sites such as Instagram
- Lead weekly team meetings of the editors and communicated with the supervisors
- Edited numerous articles for grammar and formatting issues

Staff Writer for the DoG Street Journal (2020-2021)

- Identified key mistakes in documents and used well-developed proofreading skills to make changes.
- Obtained additional training in graphic design.
- Used social media outlets to connect directly with public.
- Collaborated with media executives to create interesting story lines.

