

Monika Thomas

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EDUCATION

American University; Washington, DC

M.A. Journalism and Public Affairs — Aug. 2014

- Specialty: Broadcast Journalism & Public Affairs
- GPA: 3.50
- American University Merit Award — Aug. 2013

Virginia Commonwealth University; Richmond, VA

B.S. Mass Communications — Dec. 2009

- Specialty: Advertising
- GPA: 3.50

B.S. Sociology — Dec. 2009

- GPA: 3.50

RELEVANT EXPERIENCE

*Health Unit Intern, WUSA*9* - Washington, D.C. — May. 2014-present

- Create web articles, log video to be used in packages and write vo/vosots for broadcast
- Assist in the field during shoots, interview and write scripts

Reporter, American University's District Wire News - Washington, D.C. — Jan. 2014-present

- Wrote and reported on hard news and feature stories for weekly newscast
- Managed and directed weekly show production as a line producer
- Shot and edited videos for news packages

Reporter, American University's Weekly Washington Rundown - Washington, D.C. — Aug. 2013-Dec. 2013

- Wrote hard news stories on local and international politics
- Produced and edited weekly radio podcasts

Graduate Research Assistant, American University - Washington, D.C. — Aug. 2013-present

- Transcribe notes and audio interviews
- Researched notable science journalists using LexisNexis, Scopus and other academic research tools

Editorial Intern, Washington Afro American Newspaper - Washington, D.C. — May 2008-Aug. 2008

- Stand-in anchor for WNEW-AM local CBS news affiliate
- Wrote stories for weekend on-air newscasts, shadowing reporters and assisted photographers
- Edit copy, proofread layouts for the Afro American Newspaper Fall reads Magazine; The Power Issue

Communication/Events Intern, Johnsons Inc. - Richmond, VA — Oct. 2007-Feb. 2008

- Confirmed and booked Chrisette Michele, for half time performance at the Freedom Classic Festival
- Assisted in the planning for the Sister for Sister conference

OTHER EXPERIENCE

Guest Services, Cole Stevens Salon - Greenbelt, MD — Aug. 2012-present

- Co-Wrote the first employee Handbook for Capital Hill/Greenbelt Salons
- Attended training as a liaison for customer service seminars, social style identification and time management

Executive Assistant to CFO, Special Olympics - Washington, D.C. — Nov. 2011-July 2012

- Created a highly effective filing database system, resulting in easy access to critical information
- Streamlined office functioning in conjunction with use of advanced office automation software

Teaching Assistant, Meridian Public Charter School - Washington, D.C. — April 2010-May 2011

- Organized a cheerleading squad August 2011 for underprivileged youth leading to two first places trophies
- Actively supported a diversity of learners in the classroom by adjusting support and instructional level to meet the needs of students

SKILLS

- Expertise in Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Adobe Illustrator, Adobe In-Design, Adobe Photoshop, Final Cut 7 and 10, Edius, linear and non linear editing, ENPS
- Proficient in operating a Panasonic P2 HD camcorder and a DSLR 3100
- Experience in social media such as Twitter, Facebook, Wordpress, LinkedIn, Pinterest and Tumblr