

Annalise McDonnell

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EDUCATION

Emerson College | Bachelor of Science in Journalism, Minors in Pre-law, and Post-Colonial Studies Expected May 2023

- GPA: 3.5
- Relevant Coursework: Foundations of Journalism, The Digital Journalist, Law and Ethics for Journalists, Data Visualization, Interactive News, Covering Immigration, TV News and Documentary, The United States and Latin American History, Gender and Sexuality in the Middle East, Advanced Topics in Global Diversity, Mediation and Facilitation

PROFFESIONAL EXPERIENCE

Monthly Staff Writer, Marketing Specialist, and President Jan. 2020 - Present
Emertainment Monthly | Boston, MA

- Pitched articles to write about every month and wrote articles regarding entertainment topics, specifically music.
- Interviewed and attended artist's concerts for articles
- Advanced from staff writer to marketing specialist to president for the last three years of college
- Maintained Emertainment Monthly's social media presence, promoting articles that were posted on Twitter, Instagram, and Facebook
- Organized meetings, posting timelines, and press opportunities for staff writers

Communications Intern Jan. 2022 – May 2022
The Foundation for Defense of Democracies: FDD | Washington, D.C.

- Created media writeups for journalists and news outlets reporting on national security and foreign policy using Cision.
- Administered the Weekly Review and Aggregator Pickup using Campaign Monitor to employees and those who were mentioned in the media by doing 24-hour google searches to find references in the media
- Updated the Op-ed excel spreadsheet daily and maintained the media database

Editing Intern Jan. 2019 - June 2019
Suncoast Educational Channel | Sarasota, FL

- Responsible for pre and postproduction, scheduling (video and audio) for music and art history films

Social Media Team, Writer Jan. 2016 – Aug. 2017
Suncoast Community "The Park SRQ" | Sarasota, FL

- Initiated, influence, and integrated lifestyle subject matters relevant to Sarasota teens via weekly blog posts
- Effectively marketed and promoted lifestyle themes weekly and for guest speakers monthly

Videographer Jan. 2013 – Aug. 2015
Sessions Modeling Agency | Jacksonville, FL

- Operated lighting and filming of 90-minute weekly modeling runway shows

WORK EXPERIENCE

Server and Bartender July 2022 – Present
Five Horse Tavern | Boston, MA

- Maintained detailed inventory of bar supplies and stocked work areas
- Operated cash register and Point of Sale (POS) system for transaction and made proper change for transactions
- Advertised, marketed, and recommended drink options to guests based on preference, pairings, and promotions

Fine Dining Server and Bartender Aug. 2021 – July 2022
Myers and Chang | Boston, MA

- Provided full table service, family style in Asian cuisine for famous upscale South End restaurant

- Informed and served specific personalized menus with knowledge in food preparation and allergens for vegan, vegetarian, gluten free, shellfish free, nut free, dishes etc.
- Memorized extensive weekly fluid menus, wine lists, eclectic deserts, and specials
- Demonstrated and proved the ability to organize various responsibilities and schedules with consistent reliability while a full-time college student managing a remote internship and adapting to COVID-19 outbreaks with short staff

Waitress, Hostess, Counter Service

Jan. 2016 – Jan. 2021

Valentino Pizzeria | Sarasota, FL

- Demonstrates quick, effective decision making in a fast-paced, demanding environment while ensuring excellent customer service
- Lead closer responsible for processing all cash and credit card transactions for the shift
- Promoted from hostess to counter service to waitress during the last five years
- Developed and implemented processes and logistics enhancing overall operational workflow

SKILLS

Microsoft Office: Word, PowerPoint, Excel, OneNote | Adobe: Photoshop, Lightroom, Premiere | Windows | iOS | Photography | Filming | Lighting | social media | Writing | Cision | Campaign Monitor | Google Analytics for Beginners Certificate | Advanced Google Analytics Certificate

ACTIVITIES

Varsity high school lacrosse (2015-2019), Captain of high school lacrosse team (2018-2019) | Division III Collegiate Lacrosse | Entertainment Monthly Staff Writer (2020), Marketing Specialist (2021), and Co-President (2022) |

INTERESTS

Film photography, music history, poetry, blog writing, historical novels, running, hiking, camping, lacrosse, travel, yoga