

Nicole Dan

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SKILLS

Writing: AP Style

Coding: HTML, CSS, JavaScript, WordPress, Python

Adobe: Premiere Pro, InDesign, and Photoshop

Language: Russian (advanced)

Social media: Facebook, Twitter, Instagram

AWARDS

Elected to Phi Beta Kappa (national honor society)

Award for Academic Excellence in the Russian Language

Scholarship to attend NICAR 2018

Finalist, SPJ Region 3 Online

In Depth Reporting Mark of Excellence Award

EDUCATION

University of Florida - May 2018
Bachelor of Arts in Political Science
Bachelor of Science in Journalism
Suncoast High School - May 2014

Sparks Magazine - Online Editor/Writer

January 2015 - Present

- Curates and creates content for the Sparks website
- Works with writers to ensure accurate and well-written articles that conform to AP Style
- Created new workflow to increase productivity for staff of 15+ writers each semester, most working remotely

The Independent Florida Alligator - Opinions Columnist

March 2015 - Present

- Writes a weekly column about race and culture
- Has written 100+ columns to date

WUFT - News in 90 Anchor and Producer/Reporter

March 2016 - Present

- Put together news highlights in a 90-second-segment
- Used Adobe Premiere Pro to edit video and anchored using teleprompter
- Report local stories for web using photos and Timeline.JS

UF International Center - Communications Intern

August - November 2017

- Increased Facebook post engagement by 500%
- Created graphics, posters and fliers using InDesign and Photoshop

Asian Kaleidoscope Month - Creative Director

May - November 2017

- Conceived and implemented graphic design strategy
- Designed the graphics to go along with the theme
- Worked with promotions and finance director to design promotional items

Chinese American WW2 Veterans Recognition Project - Web/Social Media Intern

July - August 2017

Translated marketing strategy into the following web and social media actions:

- Increased Facebook post engagement by 2,720%
- Managed Twitter, Facebook, and Instagram
- Redesigned website to enhance user experience

DC Office of the Attorney General - Communications Intern

July - August 2017

Translated marketing strategy into the following video, graphic, and social media actions:

- Created graphics for social media posts
- Analyzed Twitter and Facebook analytics to improve engagement
- Edited video using Adobe Premiere Pro

Asian Pacific Islander American Affairs - Communications Chair/Ambassador

August 2014 - April 2017

Supervised a staff of 3 to:

- Promote events through fliers and social media
- Produce videos including 3 videos for My UF Story
- Compile anthology of Asian American art and creative writing

Southern Legal Counsel - Communications Intern

January - April 2017

- Wrote articles for newsletter and put it together in Benchmark
- Drafted design suggestions for website and 40-year-booklet

UF Circle K International - Editor

April 2016 - March 2017

- Wrote and designed club newsletter to highlight club accomplishments