

Zoe Warner

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EDUCATION

Howard University Cathy Hughes School of Communications, Washington, D.C. **Expected Graduation:** May 2024
B.S. in Media, Journalism, Film, and Communications, **Concentration:** Broadcast Journalism, **Minor:** Graphic Design

PROFESSIONAL EXPERIENCE

NBC4 Washington **September 2023 - Current**

- Write scripts for all three hours of afternoon newscasts.
- Write, edit, and shoot multimedia packages, VO's, and SOT's.
- Assist answering viewer phone calls at the assignment desk.
- Pitch daily story ideas.

NBCUniversal, Today Show, Broadcast Intern **June 2023 - September 2023**

- Log content and music cue sheets for all four hours of TODAY.
- Research social media content to clear for usage.
- Assist with weekly Citi Concerts by prepping fans for shoutouts, escorting VIPs, and helping with crowd control.
- Manage the front desk by answering phones and delivering mail.

Howard University Spotlight Network, Reporter/Anchor **September 2020 - Current**

- Work with a collaborative team of students to produce news, entertainment, and sports packages.
- Write scripts to cover and report on Howard University events and local D.C. news.
- Use video editing software to enhance videography skills and produce engaging news packages.
- Co-host weekly campus talk show (Run It Back) featuring D.C. news, pop culture, and campus life.

Howard University Association of Black Journalists, Community Service Chair **September 2020 - Current**

- Community Service Chair plans and executes impactful service projects for the local Washington, D.C. community.
- Collaborates with other student journalists to produce and write packages for Spotlight Network.
- Networks with a pool of acclaimed journalists at local social events and through speaker event series.

Strategic Solutions International, Marketing Intern **June 2017 – January 2023**

- Serve on a collaborative team to produce essential business strategies for major hair care companies, including Mielle Organics, Mixed Chicks, and Shea Moisture.
- Conduct detailed research in preparation for meetings with executives of cosmetic and hair companies.
- Utilize research from the beauty industry to map data in Microsoft Excel efficiently.

News Nation - Morning in America, Production Intern **May 2022 - August 2022**

- Assisted producers in writing scripts for News Nation's three-hour national newscast, Morning In America.
- Responsible for researching and booking special guests.
- Entered scripts and interviewee bios into iNews.
- Conducted research and pitched relevant stories to be approved by producers.

Glitter Magazine, Writing Intern **January 2022 - May 2022**

- Produced daily written content for Glitter Magazine's website.
- Pitched daily story ideas to editors and executives.

Alpha Kappa Alpha Sorority, Incorporated, Alpha Chapter, Ivy Leaf Reporter **May 2023 - Current**

- Manage social media page (@akaalphachapter on Instagram).
- Create event graphics, videos, and press releases.
- Write monthly newsletters for Ivy Leaf Magazine.
- Lead a social media graphics committee and delegate tasks.

TANGIBLE SKILLS

Instagram | Tiktok | Twitter | Microsoft O365 (Excel, Outlook, Powerpoint) | Adobe Creative Cloud (InDesign, Photoshop, Premiere Pro, Illustrator)