**Kwyn Townsend Riley**

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9801 South Michigan Avenue | Chicago, Illinois 60628

**Objective**

 To obtain a entry level that provides a satisfactory platform where my skills in communication, writing, and social media can be used.

**Education**

 *University of Dayton* Dayton, Ohio

 **Bachelor's, Communication** May 2016

 *Senior Design Project:*

**Skills**

 Writing, Editing, Content Manager, Web Layout, Social Media, Broadcast Journalism, Radio Scriptwriting, Electronic Media

**Experience**

 *ESTELLE Magazine*([http://www.estellemag.com/](http://www.postglover.com/))New York, New York

**Intern** January 2017 - Present

* creates content for magazine
* submits editorials
* organizes layout for magazine

 *Off - KilterMagazine*([https://offkilter.co/](http://www.postglover.com/))Chicago, Illinois

**Writer** Summer 2016 - Present

* writes profiles on entrepeuners in Chicago for magazine
* submits event reviews for magazine
* creates art, lifestyle and culture content for magazine

 *Wyn-Win Communications Firm* ([http://www.wyn-win.com/](http://www.postglover.com/))Chicago, Illinois

**Public Relations Assosciate**  August 30, 2016 - Janurary 2017

* manages press releases for clients
* oversees social media accounts
* organizes client information for newsletters
* edits articles for newsletters

 *SpeakWoman Magazine*([http://www.speakwomanmagazine.com/](http://www.postglover.com/))Dayton, Ohio

**Creative Writer** May 2015 - September 2016

* Edits Content Submission
* Creates Content for Magazine
* Edits Magazine Layout
* Manages social media pages

 *FrankEvans Consulting*([frankevansconsulting.com](http://www.postglover.com/))Manhattan, New York

**Intern** June 2016 - August 2016

* Finds and actively engaging with new audiences
* ·Tracks data and reporting of progression and trends
* Time and post relevant content
* Assisting with the recording and editing of video & audio content
* How to develop an effective and engaging website:
* Analyzing and assessing the current site
* Track data and trends
* Provids creative suggestions for improvements
* Completes site mapping & content organization
* Works with Wix support (website hosting service) to implement approved suggestions and develop the website (design, apps, functionality, SEO)
* Copyrights and create content for public audiences:
* Researchs and is tuned-in to current events that directly relate to diversity, inclusion, engagement, and talent management
* Drafts content that would be appropriate for a newsletter, article, or blog
* ·Reviews and editing of website copy
* ·Coordinates and manage administrative functions

 *SkyyHook Radio*([http://www.skyyhookradio.com/](http://www.postglover.com/))Dayton, Ohio

**Intern** Feburary 2015 - February 2016

* Created Content for website
* Edited content for radio scripts
* Interviewed Artists
* Assissted with social media content
* Created and managed Radio Show " A Different World"

 *University of Dayton Office of Multicultural Affairs* ([https://www.udayton.edu/studev/dean/oma/about/newsletter.php](http://www.postglover.com/))Dayton, Ohio

**Co Editor of OHANA Newsletter** September 2012 - May 2016

* Edited content for OHANA magazine
* Designated writers for OHANA magazine
* Created content for OHANA magazine

**Additional Experience**

 *Flyers News at the University of Dayton* () Dayton, Ohio

 ***Columnist*** September 2013 - May 2016

 • Submitted columns and editorials

 *Flyer Radio at the University of Dayton* () Dayton, Ohio

 ***Flyer Radio Host*** September 2014 - October 2015

 • Wrote news scripts for radio shows

 • Managed "WomynCrushWednesday" and "Talk to Me Thursday"

 • Organized music and cue list

 *University of Dayton* () Dayton, Ohio

 ***Flyer TV Member*** September 2015 - May 2016

 • Created broadcast packages

 • Managed cameras for sports events

**Affiliations**

 **Delta Sigma Theta Sorority, Incorporated**, Past Chapter President of Epsilon Rho and Member September 2014-Present

 **Phi Beta Chi Honors Communication Fraternity**, Ms. Phi Beta Chi October 2012-May 2013