

Maria DiManna

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(603) 702-3024

Education

University of Colorado at Boulder – School of Journalism and Mass Communication

Bachelor of Science degree in Journalism with emphasis in News/Editing

Graduated: May 10, 2012

Selected Projects:

- Research Paper with Michael Tracey: Amanda Knox, a case study

Suffolk University – Madrid, Spain Campus

Bachelor of Science degree – undeclared

Attended: 08/2008-05/2009

Experience

Peoples United Methodist Church (2014-Present)

Web Content Editor

- Manage the website's Events Calendar
- Edit all web content
- Contribute new content when necessary

City Flavor Blog Owner (2014-Present)

Blogger for and Owner of City Flavor

- Created and founded City Flavor
- Write blog entries for City Flavor
- Photograph for blog entries

Dogs on Deployment (2014-Present)

Staff Writer

- Receive a blog post idea with contact information and interview the person or family being featured
- Write blog post and submit to Rachel McClain, blog director for Dogs on Deployment
- Collect photographs for the blog post and submit to Rachel McClain

Zisman, Ingraham & Mong, P.C. (2013-2015)

Legal Assistant

- Handled incoming calls and scheduling
- Used Microsoft Suite and Adobe every day
- Drafted estate plans, including wills, trusts, powers of attorney and deeds
- Drafted legal forms to be filed with the courts for probates
- Filed probates with courts across the state, and followed them through to their closing
- Proofed estate plans and probate forms with paralegals
- Drafted correspondence to clients
- Handled billing

Transamerica Retirement Solutions (2013)

Customer Care Representative

- Adhered successfully to strict customer service standards
- Executed fund exchanges and other financial transactions on accounts
- Maintained use of multiple computer and mainframe systems at the same time
- Maintained strict quality and phone handle time standards

Clarion Inn DIA (2012)

Front Desk Receptionist

- Answered the phone at the front desk, answering questions and entering reservations
- Checked guests in and out of the hotel, handling billing and credit card transactions
- Handled excel spreadsheets and word documents

CU Media Relations Department (2011-2012)

Media Writer and Web Editor

- Composed student feature stories for the news section of CU's website
- Maintained and edited calendar events to be published to the web

Greeley Tribune (2011)

Intern reporter

- Reported on stories assigned in the budget
- Pitched story ideas for the newspaper
- Condensed press releases into smaller packages for
- Photographed and edited photos with Photoshop for articles independently
- Interviewed sources, traveling for in-person interviews

CU Independent (2009-2010)

Reporter for the hard news section and contributor to the entertainment section

- Reported on stories assigned in the budget
- Handled photography and editing for my stories
- Interviewed contacts
- Fact-checked sources and information
- Conceptualized and pitched story ideas

Recommendation Contacts

Eric Jensen

Supervisor at Transamerica

Phone: (303) 520-6057

Larry Ryckman

The Denver Post, Assistant City Editor

Phone: (303) 954-1829

Email: lryckman@denverpost.com

Lindsey Sevde

Supervisor at Transamerica

Phone: (720) 488-7886

Email: lindsay.sevde@transamerica.com

Skills

- Excellent verbal and written communication skills, with long customer service history
- Strong analytical thinking, with attention to detail
- Strong aptitude for quickly acquiring skills with new technology and software
- Proficient in Microsoft Office and Apple systems
- Experience with Photoshop and InDesign
- Ability to work in a fast-paced environment, juggling many assignments and able to prioritize and complete them punctually
- Excellent proofreading and editing capabilities