

CHELSEA JARVIS

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EDUCATION

University of Alabama, Tuscaloosa, Alabama

08/2016 - 08/2017

Masters of Arts

- Journalism

University of Alabama, Tuscaloosa, Alabama

08/2011 - 08/2015

Bachelors of Science Business and Commerce

- Economics

University of Alabama, Tuscaloosa, AL

08/2011 - 05/2015

Bachelors of Arts

- Political Science

EXPERIENCE

Anniston Star, Anniston, Alabama

05/2017 - 08/2017

Staff Writer

- Report news stories for the daily print and digital versions of the newspaper.
- Gather information about events through research, interviews, experience, or attendance at local government, news, sports, artistic, social, or other functions.
- Investigate breaking news developments, such as crimes or human-interest stories.
- Research and report on specialized fields such as medicine, politics, foreign affairs, business, crime, or education.
- Determine a story's emphasis, length, and format and organize material accordingly.
- Photograph or request that a photographer is assigned to provide such coverage.
- Review copy and correct errors in content, grammar, and punctuation, following AP style and formatting guidelines.
- Cover local, state and federal government for the dailies.
- Meet regular deadline requirements.
- Complete long-form stories while producing short-form daily articles.
- Use social media to collect sources and engage the audience.
- Correspond with sources through various methods of communication.

University of Alabama, Tuscaloosa, Alabama

08/2016 - 05/2017

Graduate Assistant

- Greet persons entering the establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- File and maintain records.
- Maintain budget for events.
- Schedule appointments and maintain and update appointment calendars.
- Complete forms in accordance with company procedures.
- Distribute newsletters, promotional material, or other information.
- Provide information about the establishment, such as the location of departments or offices, employees within the organization, or services provided.
- Compile data and prepare reports for the organization.
- Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.
- Design and implement efforts to publicize events and promote sponsorships.
- Promote conferences and other events by performing tasks such as producing brochures and other publications.
- Maintained the organization's calendar and contact database.

Latitude 3 Media Group, Birmingham, Alabama

02/2016 - 08/2016

Editorial Assistant

- Manage online content for the magazine, includes gathering stories from third parties and overseeing designs.
- Curate content for the monthly newsletter with the oversight of the Editor-in-Chief.
- Write and gather family stories and testimonials for the website and the magazine.

- Assist with a yearly directory of collegiate recovery communities.

Latitude 3 Media Group, Birmingham, Alabama

08/2015 - 02/2016

Business Development

- Sell print and digital advertisements to companies within assigned territory using consultative selling techniques.
- Complete customer searches to generate new leads.
- Prepare sales contracts.
- Contact satisfied customers to offer additional services.
- Maintain and organized a customer database of over 300 clients nationwide.

Montgomery County Court House, Clarksville, Tenn.

06/2012 - 08/2012

Intern, Montgomery County Clerk

- Prepare courtrooms with equipment and ensure that recording equipment was working.
- Prepare dockets or calendars of cases to be called.
- Manage over 2000 court records and restructured filing system to clear a backlog of over 750 records.
- Perform desk duties by greeting guests and help them with their inquiries.

STUDENT EXPERIENCE

Faculty Outreach Coordinator, University of Alabama Dance Marathon, Tuscaloosa, Alabama (2013 - 2014)

- Perform targeted outreach to engage faculty and staff of the university.
- Targeted faculty and staff for funding for the organization; maintained relationships with donors to ensure future engagement.
- Develop and implement strategies to engage faculty members.
- Presented to College of Arts and Science department chairs about the organization.

New Member Parent Coordinator, Delta Zeta, Tuscaloosa, Alabama (2012 - 2012)

- Create newsletters for new members parents to keep them informed.
- Serve as the main liaison between parents and Delta Zeta.
- Act as a liaison between parents and Delta Zeta related to new member events.
- Conduct outreach with parents to keep them informed of news and events with the sorority.
- Serve as liaison between sorority executive board and parents to maintain efficient operations.

SKILLS

Skills: Social Media Strategies, Community Journalism, Multimedia Journalism, Research and Fact-Checking, Search Engine Optimization, Presenting, Outreach, Microsoft Office, Content Management