

Caroline Quick

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SUMMARY

Pursuing a News Production/ Reporting internship during Summer 2022 with the following qualifications:

- Experience in a professional broadcast facility as an anchor
- Strong news writing skills and eye for newsworthy content
- Passionate about global and national current events and dedicated to professionalism

EDUCATION

The Pennsylvania State University
Bachelor of Arts in Broadcast Journalism
Bachelor of Science in Marketing
Minor in French

University Park, PA
Graduation: May 2024
GPA: 3.65
Dean's List: 3/5 semesters

JOURNALISM /BROADCAST PRODUCTION EXPERIENCE

PSN News

Interview Anchor

University Park, PA
January 2023- Present

- Conduct live, seven minute interview for Penn State's student run television network
- Choose interviewee with compelling interest to Penn State community
- Write questions and ensure smooth delivery of interviewee's narrative

The Daily Collegian

Lifestyle Reporter

University Park, PA
January 2023- Present

- Write monthly lifestyle articles about Penn State and greater community that are distributed online and campus-wide
- Explore and report on local small businesses, whose story I would like to share
- Reach out to story subjects and conduct interviews for story quotes

Tristar Products

Production Assistant

Fairfield, NJ
June 2019-August 2019

- Participated in product marketing, product testing, and production of infomercials for company that helps businesses market their brand and distribute products worldwide
- Produced infomercials in production studio by assisting in creative process on set, consolidating props, cleaning set, and relaying messages from senior team members
- Directed live studio audiences of over 100 people by showing them throughout studio and reiterating the producer's directions, and also managed audience release forms
- Acted as assistant to talent providing daily schedules, directions, and refreshments to ensure a great experience

INTERNATIONAL INTERNSHIP

Parliament of the United Kingdom

Parliamentary Assistant

London, England
June 2022-August 2022

- Worked in Westminster in the office of a Member of Parliament (MP) who is an elected official that represents their constituents in the House of Commons
- Responded to constituent's queries about Government policy after extensive research from a Parliamentary database on issues including the European energy crisis, Brexit, or renewable energy solution
- Responded to constituents' personal queries by offering advice/condolences or facilitating contact to a third-party member on issues like financial insecurity, infrastructure issues in the constituency, sick relatives, or court orders

SKILLS/INTERESTS

Technology: Adobe Creative Cloud, Microsoft Office Suite, Google Docs/Slides/Sheets

Languages: Proficient in reading, writing, and conversational French

Interests: Penn State French Club, Traveling, Current events, Trivia, Baking