

# Jen D. Moreno

[www.jendmoreno.com](http://www.jendmoreno.com) | [jendmoreno@gmail.com](mailto:jendmoreno@gmail.com)

## Skills:

- Bilingual
- 59 WPM
- Content Creation
- Copyediting
- Proofreading
- Videoediting
- Blogging
- Social Media Creation & Management
- Adobe CC
- MS Office
- Audacity
- CMS
- HTML/CSS
- Email Marketing Software
- Direct-To-Door Mail Campaigns
- Marketing Campaigns
- Event Planning & Management

## Education:

CSU Chico  
Bachelor's Degree  
Journalism, Major  
Psychology, Minor  
2013

Southwestern College  
Associate's Degree  
Journalism  
2011



@jendmoreno

## Experience:

**Online Concoctions** | Website Creation & Consulting | Aug. '11 – Present  
- Work closely with various businesses in creating their websites or e-commerce sites and establish an online presence for them, including social media profiles. Sites feature online payment methods, appointment schedulers, chat features, contact forms, and more.

**Exclusive Collections Gallery, Off the Easel Magazine** | Marketing Director, Editorial Director & Senior Writer | July '14 – May '16  
- I managed the gallery and artist schedules, 15+ social media accounts, created weekly/monthly email campaigns. Oversaw the quarterly magazine layout. Worked with outside vendors and coordinated participation in community events such as The San Diego Bay Wine & Food Festival, ArtWalk, Rendezvous in the Zoo, and others.

**She Can Be** | Communications Director, Content Manager | Nov. '13 – June '14  
- I managed the interns, edited all program material, created an ebook, worked closely with CEO on marketing projects, membership services, and program outline.

**Chico Enterprise-Record** | Contributing Writer | Feb. '13 – June '13  
- I freelanced for Arts & Entertainment, covering shows and exhibits in Chico and the surrounding cities.

**KCSC** | Talk Show Host | Sept. '12 – May '13  
- Co-hosted the weekly sex talk radio show, established a presence on social media and managed the accounts daily, managed the weekly live video stream.

**Vanguard** | Student Reporter, Copyeditor | Fall '12 – Spring '13  
- Interviewed Chico State faculty from each college to create, proofread, and edit short, insightful articles and worked with the designer to create headlines, kickers and subheads.

**ChicoSol** | Reporting Intern | July '12 – Dec. '12  
- Produced articles related to multi-cultural issues and interests, fact-checking, video producing and editing.

**The Orion** | Arts Editor, Field Reporter, Staff Writer | Aug. '11 – May '12  
- Oversaw and managed a staff of 8 writers, produced a weekly column and/or article and acted as the field reporter for the weekly webcasts.

**The Sun** | News Editor, Staff Writer, Blogger | Aug. '09 – May '10  
- Oversaw News staff, covered breaking news, and kept a blog while studying abroad.

**The San Diego Union-Tribune** | Community & PR Intern | Jan. '09 – July '09  
- Worked closely with various multicultural organizations on Sponsorship Agreements and produced and edited the "UT in the Community" and "Community Spotlight" weekly podcasts.