

# JUWON FUNES

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## PROFESSIONAL AND BUSINESS EXPERIENCE

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**Dramatics NYC, New York, NY**

**February 2019 – Present**

### *Receptionist*

- Managed business operations by maintaining records, preparing costs and inventory.
- Arranged and organized appointments for staff and ensured customers' needs were met.
- Developed and implemented media strategies for the company's social media accounts.
- Managed the appointment calendar, negotiated sales and executed weekly sales goals.

**Emmis Communications & Programming, New York, NY**

**August 2018 – January 2019**

### *Production Coordinator*

- Delivered local news and feature reports with WBLS radio, and other affiliated broadcasting networks.
- Coordinated in- and outbound work projects within the department and made sure deadlines were met.
- Sourced vendors, gathered quotes, and managed on-site logistics for Hot 97 and WBLS radio events.
- Tasked with copy for press notes, news releases and media advisories for promotional materials.
- Curated a 360 sales campaign for above the line media to assist the marketing director further achieve greater media outreach.

**Back Roads Entertainment Casting & Development, New York, NY**

**January 2018 – June 2018**

### *Production Coordinator*

- Learned fundamentals of field shoots to become a valued assistant in prepping for optimum sound and visual quality, placing mics, running mixers and setting up lighting.
- Scheduled meetings at the request of the development manager while proactively maintaining the calendar to avoid scheduling conflicts.
- Handled up to 50 daily requests made by film set crew, delegating as necessary.
- Tracked industry trade publications and shared relevant media coverage with clients.

## EDUCATION

**Bachelor of Arts in Communications, with a Concentration in Broadcast Journalism & Public Relations:** William Paterson University, New Jersey

## SKILLS

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|---------------------------|-------------------------------|---------------------------|
| • Public Relations        | • Media Relations             | • Campaign Development    |
| • Calendar Management     | • Marketing                   | • Final Cut Pro           |
| • Client Relations        | • Press Releases & Press Kits | • Social Media Management |
| • Microsoft Word/Excel/PP | • Time Management             | • Adobe Premiere Pro      |