

# Maria Emilia Santander B.

• emiliaseditingnook@gmail.com • (954) 648-0728

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## Career Experience

### **Telemundo Chicago** | NBC Universal

*Freelance Assignment Desk Editor* | May 2024 – Present

- Coordinate staff covering assigned news stories.
- Schedule interviews with sources.
- Monitor different mediums of information.
- Cross reference sources and information.
- Obtaining and coordinating elements.
- Planning for future stories and events.
- Field produces news stories.

### **University Press** | Florida Atlantic University

*Managing Editor* | December 2022 – May 2023

- Manage staff of around 20 people across features, news and sports sections.
- Schedule web articles daily and monthly print issues.
- Coordinate written and visual elements for web and print publication.
- Manage and design Twitter and Instagram posts.
- Mentor contributing and staff writers on the development of stories.

*Copy-Desk Chief* | January 2022 – December 2022

- Manage staff of around 10 people for copy-editing of articles.
- Copy-editing and line editing at least 10 articles a week.
- Train new staff on AP style and house style.

*Contributing Writer* | August 2021 – December 2021

- Write articles for news and feature sections.
- Photograph and record visuals for article

### **Vacation Village at Weston & Bonaventure** | Daily Management Inc.

*Front Desk Supervisor* | January 2022 - June 2023

- Assist guests with their check-in procedure.
- Manage a shift of at least 10 people daily across the front desk and call center.
- Train staff members regarding every day procedures and emergencies.

*Front Desk Agent* | May 2020 – January 2022

- Assist guests with their check-in procedure.
- Assist with the organization and planning of events.
- Book guests on local events and attractions.
- Translate and assist Spanish speaking guests.

*Activities Host* | May 2019 – May 2020

- Organize daily events and activities for guests.
- Welcome guests at pool facilities.
- Prepare non-alcoholic beverages.

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## Skills

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|-------------------------------------|---------------------------|
| • Bilingual in Spanish and English  | • Proficient in WordPress |
| • Certified in first aid treatments | • Photography             |
| • Proficient in Microsoft programs  | • Social media            |
| • Expert in AP Style                | • Proficient in Galaxy    |

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## Education and Credentials

### **B.A. in Multimedia Journalism**

Florida Atlantic University, Boca Raton, Fla.

### **A.A in Journalism**

Broward College, Davie, Fla.

### **GED**

Western High School, Davie, Fla.