

Maria Emilia Santander B.

• mesantanderb20@gmail.com • (954) 648-0728 • Cary, IL

Career Experience

University Press | Student-run newspaper at Florida Atlantic University

Managing Editor | 12/2022 – 05/2023

Copy-Desk Chief | 01/2022 – 12/2022

Contributing Writer | 08/2021 – 12/2021

Key contributions:

- Manage staff across features, news and sports sections.
- Write articles for news and feature sections.
- Coordinate elements for web and print publication.
- Manage social media and website accounts.
- Manage staff for copy-editing of articles.
- Copy-editing and line editing articles.
- Mentor contributing and staff writers on the development of stories.

Vacation Village at Weston & Bonaventure | Timeshare resort located in Weston, Fla.

Front Desk Supervisor | 01/2022 - 06/2023

Front Desk Agent | 03/2020 – 01/2022

Activities Host | 03/2019 – 03/2020

Key contributions:

- Translate for Spanish speaking guests.
 - Manage staff across the call center and front desk department.
 - Crisis management in events requiring police involvement.
 - Train staff members.
 - Organize events and activities for guests.
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Skills

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| • Bilingual in Spanish and English | • Proficient in Microsoft programs |
| • Proficient in French | • Expert in AP Style |
| • Certified in first aid treatments | • Proficient in WordPress |
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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.