

Sharlene S. Moulton

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Experience

She's A Millennial - CEO

07/2016 – Present

- Freelance writer
- Write sports and political articles
- Produce scripts for podcasts
- Organize social media posts

CEI Staffing agency - Social Media Manager

11/2016-12/2017

- Managed Instagram, Facebook and Twitter
- Recruited job seekers through social media
- Worked remotely and in office
- Sent weekly reports to track social media growth

Momentum Worldwide - Production/ Finance Coordinator

11/2014- 06/2016

- Managed 2 million dollar budget for Verizon activation
- Completed team expense reports
- Created purchase orders for event purchases
- Coordinated event budgets with CFO
- Corresponded with accounts payable team and expedited checks for vendors

Broward County Teachers Union - Communications Specialist

08/2013- 08/2014

- Organized and created posts for Twitter and Facebook
- Created video scripts for Union Leaders
- Wrote speeches for Union President
- Organized community events
- Sent email blasts
- Designed quarterly newsletter

Internship

ESPN

01/2012-05/2012

- Interviewed NBA players after basketball games
- Sat in press section with other journalists during games
- Attended Spring Training for Marlins
- Organized events for fans
- Managed program board during live broadcasts

Skills

- Standard writing, spelling, grammar
- Ability to quickly understand local audience
- Ability to shoot and edit high quality video
- Strong team attitude
- Familiarity with 1 or more content management systems

- Sharp news judgment
- Excellent technical skills
- Ability to work well independently and with others
- Strong working knowledge of camera and editing equipment
- Solid understanding of web standards and design
- Knowledge of broadcast quality camera equipment

Education

Florida Atlantic University
Bachelor of Arts in Multimedia Journalism
Honors: Cum Laude
Study Abroad Program: Madrid, Spain
Bilingual: English and Spanish

McFatter Technical High
High School diploma/ School Medical Assisting certificate

References: Available Upon Request