**MONA CEDILLO**

Denver, CO | (720) 728-9178 | mona\_cedillo@outlook.com | https://www.linkedin.com/in/mmcedillo7

**PROFESSIONAL SUMMARY**

Dedicated and proactive individual seeking an internship opportunity. Eager to contribute. Possessing strong organizational skills and a keen attention to detail, adept at assisting with logistical tasks and providing invaluable support to production teams. Passionate about the creative process and a willingness to learn, committed to gaining hands-on experience and contributing to the success of upcoming projects.

**RELATED EXPERIENCE**

**Office Assistant** January 2021 – Present

*Community College of Denver – Denver, CO*

* Front desk and scheduling for the Counseling Department.
* Peer advocate and case management for the Student Resource Center.

**Associate Editor**  August 2021 – 2022

*Yellow Scene Magazine – Erie, CO*

* Checked content, spelling, style and grammar of submitted work. Performed editing and proofing on articles.
* Collaborated with writers, designers, and interns. Updated social media channels and website.

**Production Assistant**  August 2016 – Present

*Independent Contractor – Denver, CO*

* Prepare director and crew members for daily activities. Work with event teams for music festivals and community events to ensure all production related items are handled efficiently and in a timely manner.
* Time management and community engagement.

**Resource Specialist** February 2018 – August 2019

*Mending the Sacred Hoop – Duluth, MN*

* Completed on-site tribal visits for Native American programs. Performed project assessments and training.
* Assisted with budget reviews, adjustments, and grant spending. Collaborated with team to develop curriculum, grant writing and proposals.
* Initiated social media campaigns.

**ADDITIONAL EXPERIENCE**

*Sprouts Farmers Market – Denver, CO*

**Bakery Assistant Manager** February 2021 – December 2021

**Bulk Clerk** December 2020 – January 2021

**Cashier** April 2020 – December 2021

**SKILLS & QUALIFICATIONS:** Organization, Research, Interviewing, Multimedia, Social Media Management, Reporting, Storytelling, Communication, Editing, Inclusive Ecosystems.

**PROFESSIONAL MEMBERSHIP:** CO Pro Chapter – Society of Professional Journalists 2022 – Present

**EDUCATION**

**Bachelor of Arts in Journalism**

Metropolitan State University, Denver, CO | GPA: 3.6 | Expected Graduation: December 2024

**SCHOLARSHIPS, AWARDS & RECOGNITION**

* NBCU Academy Scholarship (2023 – 2024)
* CCD DigiFest Stories of News *“Missing & Murdered Indigenous Women”* (2022)
* CO PRO Chapter SPJ, Top of the Rockies, First Place: Large Newsroom, News Reporting, Single Story *“Domestic Violence and Homelessness”* (2022)