

Damita M. Menezes

Portfolio: damitamenezes.com

EDUCATION

MS in Journalism | 2022 - 2023 | Northwestern University

Specialization in Video & Broadcast

BA in Journalism | 2017 - 2021 | DePaul University

Minor in Digital Cinema | GPA: 3.87

CONTACT

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EXPERIENCE

Podcast Producer | Americaneagle.com Studios (Jun 2021 – Jun 2022)

- Recorded, produced and edited 6 podcasts distributed by the company including Roe Conn and Richard Roeper's Screen Time with Roe & Roeper and Dick Butkus' Butkus Beyond The Line.
- Established a partner-client-based podcasting business model.
- Coordinated social postings, client promo kits, publishing as well as contributed to the blog.

Consumer Investigative Intern | WLS TV – ABC 7 Chicago (Jun 2021 – Jan 2022)

- Responded to viewers who needed help or felt as though they had been ripped off or wronged.
- Alerted viewers to data and privacy concerns and found stories that had broad warnings, which can help improve people's everyday lives. Set up and logged interviews.
- Looked into stories through research and the use of FOIA to uncover wrongdoing and problems which affect consumer's pocketbooks.

Production Assistant to Carol Marin | Centre for Journalism Integrity & Excellence (Sep 2020 – Apr 2021)

- Provided questions, research and rehearsal work for the US Senate [candidate forum](#) that aired on NBC5 featuring all five candidates on the November 3rd ballot including Senator Dick Durbin.
- I was also part of a production team for a [story](#) that aired on WTTW11 Chicago PBS. Collaboratively reported, shot and edited the news package.

General Manager | Radio DePaul (Aug 2020 – Jun 2021)

- Managed all communication and daily operations of the station.
- Hired and trained new members of the station and supervised other managers.
- Managed the website and acted as editor-in-chief for the station blog. Wrote the biweekly newsletter summarizing and featured all station publishing.
- Submitted station material for local and national college radio awards and won 10 nominations.
- Supervised station social media accounts.

Multimedia Producer | DePaul Finance Department (Apr 2019 – Mar 2021)

- Founded, produced and hosted the podcast [Stuff You Should Know About Finance](#) featuring industry professionals and students, available on Spotify and Apple podcasts.
- Produced any social media video and audio content.
- Wrote articles for the blog.

Anchor, Reporter, Producer | Good Day DePaul (Sep 2020 – Jun 2021)

- Researched, wrote, shot and edited packages and newscasts weekly to be aired on DePaul's TV news program.

News Director | Radio DePaul (Sep 2018 – Aug 2019)

- Managed the news team — consisting of 20 newscasters — for Pocket News (a 20-minute news show at noon and 5 pm on weekdays).
- Recruited, interviewed, trained and scheduled students to write scripts, use the studio board, collaborate to produce news packages and represent Radio DePaul news.

Production Director | Radio DePaul (Sep 2019 – Aug 2020)

- Created spots, PSAs, commercials, intros, and bumpers for the radio station.
- Worked with organizations to create advertisements.
- Collaborated with the music director to make the radio stream sound professional.
- Produced my own radio show/podcast, [Global Talks and Tunes](#), which documents the international student experience, accompanied by foreign music – available on Spotify and Apple podcasts.

Digital Media Intern | Lincoln Park Chamber of Commerce (Jan 2019 – Apr 2019)

- Shot and edited promotional videos
- Social media management

SKILLS

- Expert with Adobe Premiere Pro, Adobe Audition and ProTools
- WordPress and editorial publishing
- Screenwriting
- TV news writing and production
- Audio production
- News, politics, government and investigative reporting
- Proficient in Microsoft Excel, Power Point and Word