

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

Investigative/Specials Intern | CNBC (Jun 2023 – Aug 2023)

- Searched for sources and created backgrounders.
- Logged footage, conducted pre-interviews, and summarized legal documents.
- Simultaneously juggled researching and backgrounding multiple stories.
- Used Stratus, PACER, and iNews for research, data analysis, and managing news content.
- Conducted thorough fact-checking to ensure accurate and reliable information presented in investigative reports.

Producer & Reporter | Chicago Access Network Television – Ch 21 (Apr 2023 – Jun 2023)

- Recorded, produced, and edited [10 episodes](#).
- Worked with a team of 15 reporters to craft the show.

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, and 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 FOIA to uncover wrongdoing and problems affecting consumers' 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.

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.

SKILLS

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