

REED MILLER

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EDUCATION

New York University, College of Arts and Sciences | New York, NY
Bachelor of Arts in Multimedia Journalism, Bachelor of Arts in Politics (GPA: 3.87)

May 2024

Honors: *magna cum laude*, Dean's List (Fall 2020 – Spring 2024)

PROFESSIONAL EXPERIENCE

College Access Coach, College Possible AmeriCorps
Chicago, IL

Aug. 2024 – Present
40 hours/week

- Work with economically disadvantaged students in Chicago Public Schools to close the college degree divide
- Guide a cohort of 35 high school seniors through college applications, scholarships, FAFSA, and enrollment
- Craft detailed and unique lesson plans for one-on-one meetings with students catered to their specific needs
- Utilize Salesforce to record data and contribute to enhanced insights on student growth

Trivia Host, NYC Trivia League and Whaddyaknow?
New York, NY and Chicago, IL

May 2022 – Present
3 hours/week

- Host weekly trivia nights at bars and restaurants throughout the New York and Chicago areas
- Build ease and comfort addressing large crowds of up to thirty teams a night
- Maintain a social media presence for my personal brand as a trivia host

Editorial Intern, Skyhorse Publishing
New York, NY

June 2023 – Sept. 2023
25 hours/week

- Reviewed and wrote reports on manuscript submissions ranging from children's books to novels
- Designed graphics for publicity purposes using Canva and Photoshop
- Copy edited lengthy manuscripts and collaborated with supervising editors on high-profile memoirs

Server, Jack's Wife Freda
New York, NY

June 2022 – Oct. 2023
30 hours/week

- Managed several tables at a time while guaranteeing customer satisfaction
- Honed conversational skills while building genuine connections with everyone from tourists to regulars

Maître D', The Smith Restaurant
New York, NY

Sept. 2021 – June 2022
30 hours/week

- Oversaw numerous other employees to ensure the front of house was run efficiently
- Managed all reservations in a detail-oriented and adaptable manner
- Planned special events including birthday celebrations, graduations, work happy hours, etc.

Camp Counselor, Camp Wayfarer
Flat Rock, NC

June 2021 – August 2021
90 hours/week

- Led a group of elementary-aged girls through daily meals, activities, and camp programming
- Built flexibility, conflict-resolution skills, and a fierce work ethic

*Hostess, **Barbounia***
New York, NY

Jan. 2021 – May 2021
35 hours/week

- Welcomed and seated guests, offered information on menu items, beverages, and specials
- Managed hundreds of reservations a shift through OpenTable while quickly adapting for incoming parties

*Cashier, **Ono Bowls***
New York, NY

Aug. 2020 – Dec. 2020
30 hours/week

- Greeted and engaged with customers upon entry regarding menu navigation and nutritional information
- Prepared food including açai bowls, smoothies, and juices

LEADERSHIP ACTIVITIES

*Staff Editor, **WNYU 89.1 FM Radio***
New York University

Sept. 2020 – May 2024
10 hours/week

- Covered both local and national stories affecting NYU and the surrounding metro area
- Researched, scripted, taped, edited, and produced each story independently
- Managed a small team of staff reporters and assisted with reporting and editing their pieces
- Gained a mastery of studio equipment and FM radio production

*President, **Washington Square Local***
New York University

May 2021 – May 2024
5 hours/week

- Wrote weekly headlines and articles for NYU's satirical news website and social media page
- Maintained a social media presence through interactions with individual students and other student groups
- Collaborated with other officers to organize weekly meetings and plan events

*LAMP Mentee, **Lawyer Alumni Mentorship Program***
New York University

Oct. 2023 – May 2024

- Engaged in one-on-one mentoring from experienced practicing attorney Jonathan Donnellan
- Received insight into the legal profession by attending mock trials and roundtables

TECHNICAL SKILLS

Premiere Pro, Photoshop, After Effects, R Studio, Salesforce, Canva, Social Media

INTERESTS

Running, Historical Fiction, Storytelling Podcasts, Professional Football, Memoirs, [goodreads](#), Statistics, Hiking, Classic Rock, Hot Yoga, Fun Facts