


Maddilyn Dolan


WRITER - JOURNALIST


CONTACT

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 (630) 853-8510

 Greater Tampa Bay Area

PROFESSIONAL SKILLS

- Excellent Organization
- Creativity
- Communication
- Time Management
- Detail Oriented
- Deadline Driven

TECHNICAL SKILLS

- Proficient in AP style writing, editing and research
- Skilled in photography, videography, content creating and video editing
- Experience with Final Cut Pro, Canva, Adobe Photoshop, Lightroom, InDesign and Adobe Experience Manager
- Proficient in Microsoft Word, Excel, PowerPoint and Teams
- Proficient in Google Docs, Slides, Sheets, Gmail and other Google Workspace tools
- Proficient in Tiktok, Instagram, Twitter, Pinterest, Facebook, Youtube and other social media
- Educated in news writing, feature writing, media writing, travel writing, multimedia storytelling, writing for online audiences and blog writing

EDUCATION

Aug. 2018 - May 2022

The University of Tampa

Bachelor of Arts in Journalism

- Graduated May 2022
- Honors: *magna cum laude* (GPA: 3.9/4.0)
- Dean's List all semesters
- Journalism Student of the Year Award (2022)
- Member of the Delta Zeta Sorority (2018-2022)

WORK EXPERIENCE

Jan. 2023 - Current

Girl Scouts of West Central Florida

Communications Specialist

- Write and edit press releases, newsletters, feature stories, bios, program guide content, marketing emails and social media captions.
- Collect and pitch articles highlighting accomplished alumnae, programs and the Girl Scout mission
- Photograph Girl Scout events
- Design flyers, social graphics and patch & badge program guides using Canva and Adobe InDesign
- Ensure the highest standards of brand consistency through writing and editing
- Develop strategic press materials and messaging that supports efforts
- Develop social media editorial calendar
- Design and update the GSWCF website using Adobe Experience Manager

Jan. 2019 - May 2022

The Minaret, University of Tampa

Staff Writer

- Pitch and write original articles on news, arts & entertainment and features
- Conduct interviews with sources
- Attend weekly team meetings to further improve articles and pitch new ideas
- Communicate and collaborate with section editors and copy editors
- Complete articles under strict deadline
- Produce copy for print and online media