

# TERESA MOZUR

## Media Production & Design

### Education

Bachelor of Arts in Cultural & Media Studies 2009, Dean's List  
Eugene Lang, The New School for Liberal Arts New York City, NY

Study Abroad Spring 2006  
Université Paris-Sorbonne (Paris IV)  
Paris, France

### **EMAIL**

tmozur@gmail.com

### **URL**

www.teresamozur.com

### Skills

Highly proficient in Windows & Macintosh OS Environments, Microsoft Office, FinalCut Pro, Protools, Adobe Photoshop, Dreamweaver, Flash, AfterEffects, ConstantContact, WordPress, Drupal, Joomla and other CMS tools.

Skilled in Internet writing and research, photography, basic video lighting.

Fluent in French,  
conversational in Spanish.

### Communications Experience

#### **OneAmerica - Communications Assistant**

Seattle, WA July 2009 – present

- Manage & update Drupal website on a daily basis - [www.weareoneamerica.org](http://www.weareoneamerica.org)
- Independently manage listserv & write action alerts using ConstantContact
- Draft copy, create graphics, & lay out content for regular action alerts & press releases
- Oversee implementation of ethnic media campaign for Washington New Americans
- Update graphic materials for Washington New Americans program as needed
- Design banners, flyers, posters & other materials for organizational events & campaigns using Adobe InDesign, Illustrator, and Photoshop
- Independently produce videos for campaigns and promotional events using FinalCut Pro & Flash
- Independently manage social network accounts: Facebook, Twitter, Youtube, Flickr
- Responsible for tremendous growth in social media presence (from 76 to 1888 FB friends)
- Collect statistics on social media accounts & compiled data for reports to leadership
- Created & developed organization-wide FlipCam program
- Distribute FlipCams & direct staff on usage; edit & archive final products
- Serve as media liaison at organizational events & give interviews for media outlets

#### **MTV Networks - Web/Digital/Multimedia Intern**

New York City, NY January – April 2009

- Independently updated, managed, & created Comedy Central's several WAP sites
- Updated & managed CMS for mobile & web video clips according to broadcast schedule
- Pulled media for interactive Comedy Central mobile game sites
- Participated in marketing team meetings to strategize using broadcast content in wireless platforms
- Participated in editorial team meetings to develop promotional ideas for upcoming campaigns

#### **Northwest Film Forum - Communications Outreach Intern**

Seattle, WA June – September 2008

- Provided general office support and database entry
- Independently designed & developed local annual film festival's site - [www.localsightings.org](http://www.localsightings.org)
- Maintained & updated Forum's site: [www.nwfilmforum.org](http://www.nwfilmforum.org)
- Performed graphic design duties for NWFF publications
- Designed promotional posters for upcoming screenings
- Independently created & designed promotional presentations for potential sponsors
- Researched for programming department

#### **NARAL Pro-Choice New York - Communications Outreach Intern**

New York City, NY January – June 2008

- Managed & wrote bi-weekly blog entries for the National Institute for Reproductive Health. <http://reprohealthhub.nirhealth.org>
- Maintained NARAL & associated campaigns' social network pages
- Maintained & updated NARAL main website - [www.prochoice.ny.org](http://www.prochoice.ny.org)
- Researched current issues in reproductive rights and justice
- Performed basic graphic design support and general office support

### Administrative Experience:

#### **US Mission to the EU - Office Management Specialist/Political Assistant**

Brussels, Belgium June – September 2006; July – August 2007

- Managed the daily operation of the office (faxing, filing, copying, etc.)
- Data entry on multiple government clearance forms
- Drafted & reviewed cable correspondences for the Department of State
- Drafted "talking points" for Political Officers' conferences and meetings
- Processed newly arriving & departing employees
- Coordinated international office conferences (audio & video teleconference set up)
- Acted as Political Office liaison to the European Council and European Commission
- Scheduled international trips & lodging arrangements for senior political officers
- Assisted in researching issues for European Council & Commission meetings