

# CAROLINE MORRIS

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## SUMMARY

Emerging staff reporter with experience covering local and nationwide breaking news stories. Proven track record of brainstorming and presenting credible and engaging stories published in the university newspaper. Currently pursuing opportunities to leverage strong research and communication skills gained through my academic and professional background and apply them in a writing environment.

## SKILLS

- Interviewing
- Research
- AP style writing
- Strong communication

## EDUCATION

### **Associate in Accounting**

Rend Lake

November, 2022

### **Bachelor of Science, Major – Journalism | Minor – Marketing**

Southern Illinois University, Carbondale, IL

Expected May, 2025

## PROFESSIONAL EXPERIENCE

### **Reporter (Remote)**

February, 2023

Daily Egyptian – Southern Illinois University

- Writing stories for local and nationwide events
- 1 article published per week
- Highlights:
  - Women’s History Month story published March. 28<sup>th</sup>, 2024  
LINK (Pg 4)
  - Job Market for New Graduates published January 2, 2024  
LINK (Pg, 6)

### **Office Manager**

January, 2021 – December, 2023

Naperville Medical Group, Ltd. - Naperville, IL

- Manage day-to-day operation of Clinic
- Manage staff members
- Manage social media, Youtube, Instagram, Tiktok
- Film/edit video and still image content
- Conduct hiring and interviews
- Train new employees
- Conduct meetings
- Manage financial transactions
- Report daily stats to director

- Oversaw quality control and productivity

**Rehab Counselor**

Oak Brook Medical Group, Ltd. - Oak Brook, IL

- Educate patients on recovery process
- Communicate with Doctors
- Facilitate group meetings

December, 2019 – December, 2023

INTERNSHIPS

**Digital Marketing Intern**

Event Planning – Chicago, IL

- Market research and analysis
- Content creation
- Blog post writing and editing
- Assisted in development of website

June, 2023 – September, 2023