

LILLIAN HOANG

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EDUCATION

Bachelor of Journalism Print/Media

University of Houston

May 2020

EXPERIENCE

Editor

Cram Crew, Katy, TX

August 2023 – Present

- Edited and designed 100+ resumes, essays, appeals, and letters of continued interest via Microsoft Word and Adobe InDesign for clients throughout college application process.
- Wrote and proofread company content, including a blog post on spaced studying for business website and a PowerPoint presentation for University of Houston students on creating resumes.
- Composed monthly newsletters to inform clients on ways to prepare for school year, including how to build rapport with teachers to secure letters of recommendation.

Communication Assistant

University of Houston College of Education (COE)

December 2019 – April 2023

- Wrote articles spotlighting faculty, staff, and student success, such as earning recognition from Association for Psychological Science.
- Generated Facebook, LinkedIn, Twitter, and Instagram content to apprise 9000+ followers of upcoming COE events and awards and research faculty, staff, and students earned or authored.
- Developed a storyboard for a video celebrating a colleague to boost morale and build community using footage submitted by faculty and staff and wrote instructions for interested participants on how to contribute, such as how long their filmed submission should be.

Staff Reporter

OutSmart Magazine, Houston, TX

January 2020 – April 2023

- Wrote monthly print and online publications about Houston LGBTQ+ community for an audience of 29,000+.
- Pitched story ideas after contacting and following up with local LGBTQ+ leaders and organizations through email, phone, and Messenger to learn about future projects and events.
- Assisted managing editor with proofreading drafts of contributing writers by correcting grammatical errors and misspelled names and organizations after double-checking accurate wording via Google.

Writer/Editor

University of Houston Kathrine G. McGovern College of the Arts

January 2017 – December 2019

- Arranged interviews with faculty, alumni, and students through professional emails featuring an introduction, name, position, writer/editor responsibilities, and availability.
- Wrote and edited 50+ articles highlighting faculty, alumni, and student achievements, such as becoming an Artist-in-Residency Program Director.
- Edited newsletters, advertisements, and brochures for seven UH schools and centers to raise awareness of services institutions offer.

Fellow Newsy,

Columbia, MO

June 2019 – July 2019

- Completed weeklong Newsy Academy bootcamp for national news production training featuring meetings with working journalists and video editors.
- Produced 10 animations of recent national news using Motion and Final Cut software to enhance storytelling.
- Ensured animations were accessible to all viewers, including those hard of hearing and seeing, by typing and incorporating subtitles into published visuals.

SKILLS

Microsoft Word, Excel, PowerPoint, SharePoint, and OneDrive, Adobe InDesign, Time Management, Adaptability, Teamwork