

Caitlin Donohue



is a motivated writer, editor, and digital media specialist.
thrives under deadlines and welcomes constructive criticism.
enjoys working independently and collaboratively.
offers experience in marketing, live operations, sales, and social media.
has an excellent sense of humor.

caitdono23@gmail.com

603.321.4806

caitlin-donohue.com

@caitdono

EDUCATION

BOSTON UNIVERSITY - B.S. IN JOURNALISM
CONCENTRATIONS: DEAF STUDIES & SOCIOLOGY

PORTFOLIO LINKS

CLIPPINGS.ME/CAITDONO
NESN.COM/CAITLIN-DONOHUE

EXPERIENCE

L&T CO.

Staff Writer, July 2017 - Present

- Works with editorial team to produce exemplary articles for various client accounts.
- Adapts writing to suit specific client's voice, mission, and style.
- Submits 400-800 word drafts with accompanying social media content.
- Conducts thorough research, hyperlinking, and citation.

MAJOR LEAGUE BASEBALL ADVANCED MEDIA

Streaming Media Specialist, January 2016 - Present

- Manages day-to-day live streaming operations for NHL, MLS, Eurosport, and ESPN International.
- Monitors multiple simultaneous live streams on Desktop, iOS, and all mobile platforms.
- Schedules and prepares pregame, postgame, and special event live streaming coverage.
- Communicates with club media personnel and internal engineers to ensure optimal product.
- Reports and addresses any audio/video transmission issues during live streams.

AUTHOR RON FASSLER, GRIFFITH MOON PUBLISHING

Partial Editor, May - July 2015

- Edited first half of UP IN THE CHEAP SEATS (Amazon Top 20 Performing Arts book) for grammar and clarity.
- Cleaned and solidified the content of the book's introduction while maintaining author's integrity and purpose.

GOLF DIGEST IRELAND

Editorial Assistant, June - August 2014

- Edited and digitally enhanced pages for over 400 Irish/Scottish golf clubs and hotels.
- Wrote and edited summaries, blurbs, and captions for Golf Digest Ireland Magazine.
- Organized prize bags for distribution at Golf Digest tournaments.

NEW ENGLAND SPORTS NETWORK

New Media/Digital Intern, January - May 2014

- Published over 150 original, AP-style articles for NESN.com.
- Copy edited, posted, and updated stories.
- Created photo galleries based on current trends.
- Worked directly with editors and offered ideas for future content.
- Completed social media report to increase company's impact across all platforms.

WGBH-TV/PBS BOSTON

High School Quiz Show Intern, September - December 2013

- Recruited celebrities (including Mythbusters' Adam Savage) for guest appearances.
- Assisted in organizing Super Sunday, preliminary competition with 100+ Massachusetts high schools.
- Optimized social networking promotions.
- Strategized advertising and gameplay procedures with Executive Producer.

SKILLS

Typing 120 WPM. AP & Chicago Styles. Microsoft Office. Google Analytics. Wordpress. Wix.
Final Cut X/Pro. HTML. MacBook. iPad. iPhone. SEO. Social Media Optimization. Broadcast Script Writing.
Working proficiency in ASL. Excellent grammar, vocabulary, & spelling. Professional performer/public speaker.
Amazon Web Services. Digital Asset Management. Akamai & Level 3 CDNs. Provisioning.
Project Management: Basecamp. Trello. Slack. HipChat. Confluence. Google Drive/Docs.