

# Kim Jao

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## EDUCATION

**Northwestern University, Medill School of Journalism, Media, Integrated Marketing Communications**, Evanston, Ill.  
Bachelor's degree in Journalism and Political Science, expected graduation in June 2025

Cumulative GPA: 3.85/4.00, Dean's list

**Relevant classes:** International Relations, Politics of the Middle East, African American Politics, American Government, Multimedia Storytelling, Reporting & Writing, Magazine Editing, Macroeconomics

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## RELEVANT EXPERIENCE

### United States Department of Justice, Office of Public Affairs

*Digital Communications and Multimedia Intern*, June 2023 – Present

- Draft, design and edit press advisories, press releases and social media copy across 13 accounts and four platforms
- Ideate and execute social media rollout for the DoJ's various outreaches, events and projects
- Produce 2-minute podcasts for "The Justice Beat" by interviewing core leadership to explain pressing legal jargon such as various types of terminology regarding firearm and tribal laws
- Film and edit footage while ensuring transcripts are accurate for YouTube series like "This Week at Justice" and livestreams of press conferences

### North by Northwestern

*Editor-in-Chief*, March 2023 – Present; Previous: *Managing Editor (Website)*, *Assistant Managing Editor (Website)*, *Senior Editor (Magazine)*, *Section Editor (Website)* and *Assistant Editor (Magazine)*

- Edit and publish 15+ articles and multimedia stories weekly for AP style corrections, inclusive language and readability on all sections with 50+ writers
- Lead newsroom editing meetings of 40+ staff and organize budget while acting as the direct point of contact for news; politics; diversity, equity and inclusion; and social media editors
- Write SEO headlines and edit social media blurbs for timeliness, appeal to GenZ voice while using the publication's style guide
- Plan social media posts, design layouts and manage interactive elements like polls and Q&As

### Healthcare at Kellogg School of Management

*Media Assistant*, Sept. 2022 – Present

- Produce videos, social media posts and photograph events and content about alumni for LinkedIn, YouTube, Instagram and Twitter
- Create documents to advise interviewees on filming guidelines, consent and fact-checking

### Freelance Writing

*Freelance writer*, Jan. 2019 – Present

- Write 20+ articles, audio stories and social media posts for The Philippine Daily Inquirer, The Rappler, The Philippine Star, The Daily Northwestern, North by Northwestern for politics, city, features, campus and lifestyle sections

### Winston Magazine

*Editor-in-Chief and Video Director*, Jan. 2019 – Jan. 2021

- Establish editorial vision for both the website and quarterly magazine, leading a staff of 20+ from ideation to printing, including an inter-school publication leading a group of five other editors-in-chief
  - Edit articles, plan social rollout and design magazine layout
  - Produce gameshow, recipe, and vlog-style videos for the YouTube channel and Instagram account
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## SKILLS

**Communication:** Proficient with AP Style, Microsoft Teams, Microsoft Outlook, Later.com, Hootsuite, Ghost and Airtable

**Technical:** 6+ years of experience with Adobe Premiere Pro, Adobe Photoshop, Adobe Lightroom, Adobe After Effects, Adobe InDesign and Procreate; 1+ years experience in DaVinci resolve; and internship experience with Drupal, Camtasia and Snagit

**Social Media:** Facebook, Twitter, YouTube, Instagram, TikTok, Snapchat and LinkedIn