

Raymond Rapada

raymondrapada24@gmail.com | 415.948.1685

EXPERIENCE

POLITICO, Arlington, Va.

Senior Digital Producer (July 2022–present), *Digital Producer* (June 2021–July 2022)

- Train new teammates on workflow, onboard new editorial hires on CMS functionality
- Develop documentation and strategies to improve team productivity
- Copy edit, produce and send West Wing Playbook newsletter (as of July 2023)
- Copy edit and produce articles, briefs and newsletters for consumer and Pro audiences

Daily Trojan, University of Southern California, Los Angeles/remote

Editor-in-chief (Sept. 2020 – April 2021)

- Oversaw production of the student newspaper, edited articles across all sections for online publication
- Gathered and organized data for the paper's first staff diversity report
- Led feature project planning: establish and see through workflow for all staffers involved

Los Angeles Times, El Segundo, Calif./remote

Contest Entry Assistant (Nov. 2020–May 2021, Dec. 2019–March 2020)

- Recreated published Times articles, photos and graphics in accordance to contest rules
- Provided research and data collection assistance for earthquakes special project, “Unshaken”

ViacomCBS, remote

CBSN Booking Intern — CBS Interactive (Feb. 2021–April 2021, Sept. 2020–Nov. 2020)

- Researched, pitched, booked guests for the midday news program, conducted pre-interview Skype test
- Created contact lists for breaking news and long-term news assignments and segments

Summer Intern — CBS News (June 2020–July 2020)

- Attended developmental workshops from CBS News producers, anchors and reporters
- Shot, edited, wrote script for an original social media video project

Daily Trojan, University of Southern California, Los Angeles/remote

Managing Editor (Jan. 2020 – Sept. 2020)

- Aided newsroom transition to remote work, co-led staff to 2020 ACP Newspaper Pacemaker finalist
- Directly oversaw diversity & inclusion, opinion, photo, art, design sections
- Contributed to breaking news coverage: wrote, edited briefs; wrote, approved social media copy

SKILLS

AP style, copy editing and fact-checking, content management systems (Brightspot, WordPress), spot news reporting and writing

EDUCATION

University of Southern California, Los Angeles, California

Major: Journalism, GPA: 3.91, Graduation Date: May 2021

Recognitions: Summa Cum Laude, Order of Troy undergraduate leadership award

Skyline College, San Bruno, California

Intended Major: Journalism, Transfer Date: May 2019