

# Kevin Kopf

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<b>Objective and Summary</b>	Communication professional with heavy experience in reporting, editing and proofreading. 5+ years of experience, including within project management, editing, business/media management and website creation.
<b>Education</b>	<b>Seton Hall University – South Orange, N.J.</b> <b>Bachelor of Arts in Journalism, May 2020</b> GPA: 3.68; Minor in Sociology; significant coursework in Public Relations
<b>Experience</b>	<b>The Inception Company</b> <b>Project Coordinator – Quality Control – June 2020 - present</b> <ul style="list-style-type: none"><li>▪ Ensured all virtual programs, events and documents were clear, concise, and correct; identified edits to be made in medical documents, slide decks, and databases</li><li>▪ Designed and implemented new processes to expedite quality assurance role, including creating spreadsheets, introducing protocols/timelines, and leading meetings among senior company members to ensure edits were made in timely manner</li><li>▪ Created and guaranteed consistent practices in multiple virtual platforms and databases, including Adobe Connect, ZOOM, MediaPlatform, and multiple internal company platforms</li></ul> <b>The Setonian</b> <b>Copy Editor May 2018 – May 2020</b> <b>Staff Writer August 2016 – May 2020</b> <ul style="list-style-type: none"><li>▪ Edited content daily for style, usage and grammar via Associated Press Standards; manage SEO headlines</li><li>▪ Created story ideas, wrote articles for print and digital platforms, lead reporter for NCAA and Big East Tournaments</li></ul> <b>The Wave Newspaper</b> <b>Editorial/Media Intern – Summer 2019</b> <ul style="list-style-type: none"><li>▪ Became sole media representative at one of New York City’s largest basketball tournaments</li><li>▪ Worked in collaboration with Editor-in-Chief on editing, fact-checking and reporting</li></ul> <b>Team Walker, Inc.</b> <b>Editorial Intern – Spring Semester 2019</b> <ul style="list-style-type: none"><li>▪ Re-designed and published a weekly newsletter</li><li>▪ Created staff biography pages via interviews created and managed database of financial donations</li></ul> <b>High Wrap Hockey</b> <b>Creator and Editor – August 2013 – March 2020</b> <ul style="list-style-type: none"><li>▪ Designed personal website to write, edit and publish stories within; developed a social media following of 6,500+ Twitter followers via brand growth, generated advertising revenue.</li></ul>

	<p><b>US Glass Magazine</b>  <b><i>Magazine Intern – Summer 2016</i></b></p> <ul style="list-style-type: none"> <li>▪ Expanded help within the editorial department by assisting with editing prior to magazine print for B2B publisher; assessed social media reach and growth</li> </ul>
<p><b>Honor Societies and Leadership</b></p>	<ul style="list-style-type: none"> <li>▪ Winner, Pirates Press Club Award for Student Leadership in Journalism; Member, Lambda Pi Eta Communications Honor Society</li> <li>▪ Phi Delta Theta Fraternity executive board positions: Secretary (Jan. 2018 to May 2018), Academics (May 2018 to Dec. 2018), Vice President (Jan. 2019 to Dec. 2019); Public Relations chair of fraternity (Jan. 2020 through June 2020)</li> </ul>
<p><b>References and Work Samples</b></p>	<ul style="list-style-type: none"> <li>▪ Available on request</li> <li>▪ For work samples and more, please visit <a href="http://kevinkopf.com">kevinkopf.com</a></li> </ul>