

ELIANA MORALES

(772)-626-7958

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SKILLS

- Copy editing
- Graphic design
- Social media campaign
- Writing
- Research
- Spanish fluency

EXPERIENCE

AUGUST 2024 - PRESENT

COPY EDITOR, THE SOUTHERN ACCENT

- Edited news stories, features and opinion pieces in AP style.
- Proofread articles for grammar, punctuation, style, clarity and factual accuracy.
- Edited headlines, subheadings and captions to ensure relevance, engagement and accuracy.
- Ensured the factual accuracy of news stories by verifying names, dates, statistics and sources.
- Collaborated with reporters and other editors in the newsroom on a weekly basis.

JULY 2023- PRESENT

STUDENT FINANCE ASSISTANT, SOUTHERN ADVENTIST UNIVERSITY

- Assisted students and parents with financial questions regarding scholarships, payment plans, FAFSA, meal plans, account balance and account issues.
- Provided efficient customer service in-person and over the phone
- Reviewed and completed checklists to ensure compliance with financial aid requirements for students.
- Leveraged Microsoft Teams as the primary platform for team communication and collaboration

JUNE 2023-JULY 2023

INTERN, ST. LUCIE COUNTY PARKS AND RECREATION

- Engaged the community through recreational activities for St. Lucie County's Rec and Roll program
- Developed and organized an item wish list for a county event, ensuring alignment with event needs and objectives
- Utilized Excel for financial calculations
- Managed document organization through filing, scanning, and copying
- Facilitated interactive educational experiences at the aquarium's touch tank

EDUCATION

JULY 2023 - PRESENT

PURSUING DEGREE, SOUTHERN ADVENTIST UNIVERSITY

- Junior pursuing a BS in Mass Communication with an emphasis in Writing and Editing.