

Eliana Morales

Email: elianabmorales@icloud.com

Phone: (772)-626-7958

PORTFOLIO

[Visit elianamorales.site](http://Visit%20elianamorales.site)

SKILLS

Communication

Management

Editing

Writing

Social Media

Customer Service

Bilingual

EDUCATION

BS Mass Communication Writing/Editing

Southern Adventist University

Program designed to provide skills and knowledge needed for careers in various communications fields, including writing, editing, journalism, broadcast news, and related areas.

PROJECTS

News articles

Magazine articles

Social media campaign

Video editing

InDesign pamphlet

Figma app design

Film photography

Research

LINKEDIN

[www.linkedin.com/in/eliana-](http://www.linkedin.com/in/eliana-morales-55982a2b9)

[morales-55982a2b9](http://www.linkedin.com/in/eliana-morales-55982a2b9)

WORK EXPERIENCE

Managing Editor | The Southern Accent | 2025-Present

- Leads editorial operations by ensuring section editors meet deadlines, manages writers effectively, and upholds AP publication guidelines.
- Conducts weekly check-ins with editors to confirm story assignments and troubleshoot.
- Provides hands-on editorial support by assisting with story development, copy edits, and logistics.
- Takes initiative to assign stories, craft headlines, and fill gaps in coverage.
- Tracks production timelines, evaluates editorial workflow, and reports directly to Editor-in-Chief.
- Actively participates in edit nights to offer real-time guidance, feedback, and editing support to section editors.

Student Finance Assistant | Southern Adventist University | 2023-Present

- Assists students and parents with financial questions regarding scholarships, payment plans, FAFSA, meal plans, account balance and account issues.
- Provides effective customer service in-person and over the phone.
- Ensures that students comply with financial aid requirements.
- Leverages Microsoft Teams as the primary platform for team communication and collaboration.

Communications Intern | Spectrum Magazine | Summer 2025

- Copy edited articles for clarity, grammar, and consistency, adhering to AP and Chicago style guidelines.
- Participated in collaborative writing workshops to develop voice, structure, and editorial precision.
- Contributed to background research for articles, helping ensure factual accuracy and depth of coverage.
- Attended weekly team meetings to stay informed on editorial updates and internship expectations.

Copy Editor | The Southern Accent | 2024-2025

- 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.