

Maria A. Loreto

SUMMARY

Writer and editor with 5 years of professional experience. Adept at meeting deadlines, coordinating meetings, selecting and sourcing images, and ensuring clean copies make it onto the website. Proficient in Wordpress, Wix, Microsoft Suite and Google Workspace. Fluent in English and Spanish.

EXPERIENCE

The Fresh Toast, New York – *Lifestyle Editor*

NOVEMBER 2016 – PRESENT

- Writing a minimum of three articles a day ranging in length and topics, including news, culture and cannabis. Transcribing and conducting interviews.
- Editing pieces from different authors and ensuring they fit the tone of the site.
- Selecting and sourcing images for articles.
- Conducting online advertising, uploading Flipboard content and having a thorough grasp of the site's backend.

Hardcore Droid, New York – *Writer*

OCTOBER 2019 – JULY 2020

- Writing reviews of Android video games.
- Selecting, editing and sourcing images and video.

TheGamer, New York – *Writer*

MARCH 2018 – JUNE 2018

- Writing long-form articles and listicles discussing video games, anime and geek culture.
- Selecting, editing and sourcing all of the art in my stories.

Venue Magazine, Miami – *Writer*

AUGUST 2015 – DECEMBER 2015

- Writing short blog-like posts for the website and longer pieces for the printed editions of the magazine.
- Managing the magazine's social media platforms including Instagram and Twitter.

EDUCATION

Gotham Writers Workshop, New York – *Fiction Writing Workshop*

APRIL 2019 – JUNE 2019

University of Miami, Miami – *Bachelor of Arts in Communications*

AUGUST 2012 – MAY 2016

Major in Film Criticism and minor in Psychology.

OTHER PROJECTS & VOLUNTARY WORK

JESPIONNE.COM, CMMB Organization.