

# TARA GONZALEZ

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(850) 345-7290

## Experience

**Assistant**, Julianna Baggott September 2011 - Present

- Advises Baggott's social media presence
- Organizes promotional tours with bloggers, including arranging interviews, guest posts, and more
- Manages Baggott's "Inner Circle" – a blog where interested readers have access to exclusive extra content
- Assists with a variety of tasks, including creating blog posts, mailing packages, forwarding e-mails, etc.

**Peer Leader**, Florida State University, Strozier Library June 2011 – Present

- Assists with the various needs of students, as well as faculty and staff, within the library
- Manages the textbooks and other materials on course reserves
- Manages the check-out of laptops, study rooms, smart rooms, DVDs, and other media materials
- Assists with reference help for students having trouble finding materials relating to their topic

**Independent Book Blogger**, Hobbisies Book Reviews | <http://hobbisies.net/wordpress/> Sept 2010 – Present

- Generates all site content including reviews, author interviews, monthly and weekly features, and more
- Composes around 15-20 extensive book reviews each month
- Possesses a following of over 800 unique viewers

**Media/Marketing Intern**, Red Hills Releasing, LLC via The Torchlight Program Aug 2009 – May 2010

- Marketed unreleased and highly anticipated films over social networking and print advertisements
- Provided marketing for many films, including *The Cove*, *Blue Valentine*, and *Bright Star*
- Proofread all marketing materials and email
- Contributed whatever necessary assistance film producers and celebrities needed

**Resolution Team Member**, Florida Association of Court Clerks & Comptrollers (FACC) June 2009 – Dec 2009

- Moderated FACC phone network by answering, forwarding, and logging all calls
- Composed business forms and letters, as well as other clerical duties

**Editor-in-chief**, the Tomahawk Talk Aug 2008 – May 2009

- Directed all duties having to do with the production of the newspaper
- Designed and composed the newspaper's layout
- Edited and proofread all stories and articles

## Education

**Bachelor of Arts: Editing, Writing, and Media** Minors in Film and Communications Graduating May 2013

Florida State University, Tallahassee, Florida

Studied Abroad in London of Spring 2011, 2nd Place in Scholar of the Semester competition

## Skills and Proficiencies

- Photo Editing and Design - Photoshop, Paintshop Pro, InDesign, Dreamweaver QuarkXPress, MS Publisher
- Journalism Background – Winner of several awards of excellence from Florida Scholastic Press Association
- Artistic – Winner of LeMoyne Senior Art Portfolio Scholarship Competition
- Microsoft Office Products - Word, Excel, PowerPoint, Access, and Outlook