

JENAE SITZES

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MEDIA EXPERIENCE

FREELANCE WEB PRODUCER, Oprah.com, Oprah Winfrey Network, New York, NY
AUGUST 2017 - PRESENT

- Planned web content from *O Magazine*, writing web-friendly headlines and SEO metadata for every story; checked web rights for all print content; worked with photo team on getting art for web stories; built online content using basic HTML; scheduled and wrote copy for multiple newsletters reaching over 300,000 verified subscribers; pitched story ideas at monthly editorial meetings; performed managerial tasks for the team such as filing expenses, managing freelancer and licensing contracts, and sorting books for Oprah.com

WEB EDITORIAL INTERN, CountryLiving.com & WomansDay.com, Hearst, New York, NY
JANUARY 2017 - MAY 2017

- Produced 4-5 pieces of content daily around viral news, food, crafts, home decor, travel, and health/wellness; wrote web-friendly headlines, social copy, and SEO metadata; produced new evergreen content and updated older published stories to boost search rankings; built online content from the magazines; scheduled posts for Pinterest
- CL saw 58% YOY growth with Easter content I updated; several No. 1 search rankings

FEATURES INTERN, *ELLE Magazine*, Hearst, New York, NY
SEPTEMBER 2016 - DECEMBER 2016

- Researched story ideas; transcribed celebrity interviews; brainstormed events for the *ELLE* Calendar page; edited and organized submissions for the Readers' Prize section; provided managerial support to the editorial staff by helping with mailings and other office tasks

COPY DESK INTERN, *Houston Chronicle*, Hearst, Houston, TX
AUGUST 2015 - DECEMBER 2015

- Edited news and feature stories for one of the largest daily newspapers in Texas; wrote headlines and cutlines; laid out pages in InDesign; moderated user comments on Chron.com

CUSTOM PUBLISHING INTERN, *Texas Monthly*, Genesis Park LP, Austin, TX
JUNE 2015 - AUGUST 2015

- In *Texas Monthly's* branded magazine division, I wrote stories for several custom publications, including "Girls to the Front," an in-depth cover story for *Ride Texas* magazine; blogged for TexTraveler.com about Texas culture and travel destinations; edited and fact-checked stories; compiled branded content ideas to be presented to clients

EDITORIAL INTERN, *Houstonia Magazine*, Sagacity Media, Houston, TX
MAY 2015 - AUGUST 2015

- Pitched and wrote web stories for this local magazine's culture, beauty, and travel sections; interviewed celebrities such as YouTube star Tyler Oakley and Victoria's Secret Angel Sara Sampaio; fact-checked the monthly magazine extensively

EDUCATION

New York University,
New York, NY —
M.S. in Publishing: Print
and Digital Media
DECEMBER 2017

University of Houston,
Houston, TX —
B.A. in English Literature
with minor in Journalism
DECEMBER 2015

Summa cum laude

SKILLS

AP Style
InDesign
InCopy
Photoshop
Premiere Pro
WordPress
RAMS
SEO
Basic HTML
Hootsuite
Campaign Monitor
Constant Contact

SOCIAL



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