

Cassius Greene

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EDUCATION

Northeastern University

Bachelor of Arts in Communication Studies and Media Arts

Minor: Marketing

Honors: Dean's List, Honors Program

Activities: Communications Club and Spectrum literary magazine, NU Marketing Club

Boston, MA

May 0000

GPA: 3.7

Goldsmiths College: University of London

Northeastern University International Study Abroad Program

London, England

Spring 0000

RELEVANT EXPERIENCE

The Boston Globe

Editorial Assistant, Travel, Focus, and Education Departments

Boston, MA

June – December 0000

- Researched topics, proof-read, edited, sourced photos and word processed 5-7 articles for daily publication
- Wrote summaries, compiled infographics and lists to contribute to the weekly Travel and Focus sections
- Collaborated and corresponded with other departments to distribute articles; assisted in researching and editing featured content
- Created and edited word puzzles, games, enhanced pictures, and refined articles for weekend "Fun Pages" section with 5-member puzzles team
- Answered and catalogued 50+ calls daily; managed in-boxes for Travel, Focus and Education departments. filed and photocopied documents

Northeastern University Business Office of the Vice President

Receptionist

Boston, MA

January – June 0000

- Served as first point-of-contact for the Vice President's office, greeting visitors, answering phones, and scheduling meetings
- Proof-read & edited 10+ documents daily for campus and community correspondence; created Excel spreadsheets for internal use and review
- Assisted Vice President & staff with special event planning for the VP's office, including venue booking, emailing attendees, ordering catering, multi-media orders to campus IT department and booking table/chairs

EXPERIENTIAL NETWORK EXPERIENCE

Northeastern University Experiential Network Projects

Boston Children's Hospital

Communication Strategy

Boston, MA

January – March 0000

- Partnered with BCH's Behavioral Health Initiative (CBHI) on remote research project to identify breast health education in transgender youth
- Outlined the hub-based structure of CBHI in documents to improve communication efficiency between the hospital and families and to effectively target resources and referrals to out-patients
- Presented CBHI team with executive summary detailing research conclusions about how to access community-based resources for improved breast health education

United States Collegiate Athletic Association

Funding Strategy

Boston, MA

January – March 0000

- Evaluated and researched national and regional athletic grant programs to assess funding capabilities
- Delivered to USCAA management team a complete funding analysis with executive summary highlighting available grantees and recommendations for future action
- Managed application process for grant funding highlighting new revenue streams and opportunities to generate positive public relations

SKILLS

Computers: Microsoft Office, beginner Quark, social media platforms

Languages: Spanish (Intermediate) American Sign Language – ASL (Beginner)