

Nellie Zucker

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PROFESSIONAL EXPERIENCE

Dunn Law, PA – Miami, FL

January 2020 – Present

Legal Assistant

- Manage client files in preparation of filing suit in support of the firm's attorneys
- Prepare and proof-read detailed documentation for filing on short deadline in state court
- Assist the bankruptcy department with document management and filing for the bankruptcy trustee
- Track payments made to collections department using Microsoft Office Suite and Simplicity software

Foundry Literary + Media - New York City, NY

June 2019 – August 2019

Editorial Intern

- Determine salability of unsolicited queries and consider making an offer of representation
- Compose reader's reports detailing the positives and negatives of prospective manuscripts
- Compile sales data on selected book titles over a given period
- Assist in the organization of royalty payments for domestic and international book contracts

FSView & Florida Flambeau Newspaper

April 2019- December 2019

Editor, Arts & Culture

- Oversee a staff of a dozen writers to pitch, assign, and provide assistance on articles at weekly meetings
- Edit submitted articles according to AP guidelines/ SEO practices before publication, online and in print using a CMS
- Maintain contact with local community members for leads on potential stories and events to be covered

Staff Writer, Arts & Culture

August 2018 – April 2019

- Compose 600+ word articles related to local arts and culture events within the Tallahassee community on a weekly deadline basis in AP style for the 25,000 copies distributed weekly to 475 sites across Tallahassee
- Communicate ideas with a team of departmental staff writers as a professional editorial team
- Procure interviews and establish connections with community leaders about local events to make for an entertaining and informative read

The Eggplant FSU

Social Media Coordinator

September 2019 - December 2019

- Manage the social media accounts for the online publication to cultivate an online presence to engage with readers
- Craft online-exclusive content referencing current events and popular culture to drive up page views
- Create social media content for a combined total of +18,000 followers; tracking audience growth
- Promote on-campus events, article postings, podcast updates, and other related news

Staff Writer

September 2018 – December 2019

- Write satirical, hyperbolic humor articles related to student life within and outside of Florida State University
- Collaborate in pitch meetings with a group of 15 writers
- Edit and guide the work of fellow writers for a rolling, weekly publication using Google Suite
- Design graphics to accompany the articles in a fun, attention-getting manner with editing tools (Adobe, iMovie)
- Craft and record segments for the Eggplant FSU podcast episodes

HerCampus

January 2018 – September 2019

Staff Writer

- Write 700+ word articles spanning topics including television, beauty, fashion, breaking news and personal essays for a national readership of nearly 18 million monthly unique visitors
- Curate media and content for a target audience of college-aged women while also attracting engagement with social media
- Represent the publication in outreach events to engage community members on- and off-campus and increase readership

WVFS Radio Tallahassee

August 2018 – May 2019

Continuity Writer

- Develop time-sensitive, FCC-compliant public service announcements for broadcast to Tallahassee and surrounding areas
- Manage quarterly reports on the station's previously broadcasted public service announcements

EDUCATION

Bachelor of Arts in English / Minor in Business, Communications (summa cum laude)

Florida State University, December 2019