

# Hasani Malone

## WORK EXPERIENCE

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### Project Manager/Executive Assistant

Neworthy | Feb. 2020 - Aug. 2020

- Lead all content efforts in terms of creative direction, copyediting, and production
- Day-to-day management of editorial calendar and projects
- Maintain relationships with partners
- Approve all content published, ensuring information and media content is consistent, accurate, and credited
- Craft and guide strategy to reach new contributors

### Food Pantry Assistant

The New School | Sept. 2019 - May 2020

- Maintain the set up and organization of the main food pantry
- Assisted students with questions
- Research deals and resources for students In need

### Fashion Editorial Intern

Quaint Revolt | Oct. 2019 - Jan. 2020

- Researched and wrote new stories for publication
- Conducted and transcribed Interviews

### Production Assistant

Flagler College | May 2019 - Jul 2019

- Assisted on production sets and setup and handled technical equipment
- Produced and edited a 30 minute documentary on Florida Ballroom Culture

### Gift Officer/Administrative Assistant

Flagler College | Sept. 2018 - May. 2019

- Assisted in coordinating/setting up events for the college
- Created and maintained relationships between college and alumni
- Assisted In creation and set up of enjoyable events for current students

### Business Editorial Writer

Atlanta Black Star | May 2017 - Dec. 2017

- Researched potential news stories
- Conducted and transcribed interviews

## ACADEMIC PROFILE

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### The New School

M.A. Fashion Studies | May 2021

The Graduate Certificate in Gender and Sexuality Studies

### Flagler College

Journalism and Multimedia Production | May 2019

Minors: Women's Studies, Creative Writing

## PERSONAL SKILLS

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Avid Media Composer

Adobe editing programs (Premier, Illustrator, Photoshop, InDesign)

Microsoft Office Studio

Digital camera/DSLR camera operation

Writing and research

News-writing

Clo3d

Hand and machine sewing

Creativity, written and verbal communication, detail-oriented, multitasking, time management collaborative, problem-solving

## ORGANIZATIONS

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Melanin Vibes | Aug 2017 - May 2019

Vice President

Flagler College Volunteers | Aug 2017 - May 2019

Vice President/Wildlife Coordinator

Omicron Delta Kappa | Nov 2018

Leadership honor society


Sigma Tau Delta | Apr 2018

English honor society

Lambda Pi Eta | Jan 2017

Communication honor society

## Contact me:

 (770) 885-5070

 HasaniDMalone@gmail.com

 HasaniMalone.weebly.com