

EDUCATION

2009 - Current

William Paterson University, Wayne, NJ

- Taking courses toward a Master's Degree in Mental Health and Counseling

May 2003

Rutgers University, Rutgers School of Communication, Information and Library Studies, New Brunswick, NJ

- Bachelor's Degree in Journalism and Mass Media, Minor in Psychology
- Vice President & Treasurer of Rutgers Chabad Student Center

FREELANCE

07/11 – Current

Pop-Break.comContributing Writer for entertainment blog and website

- Contributes columns and commentary on current entertainment trends

**PREVIOUS
EMPLOYMENT**

09/05 – 12/10

JewelBasket.comGeneral Operations Manager

- Coordinated and managed day-to-day operations of sales.
- Managed successful on-line sales cycle from purchase through delivery.
- Directed all customer service from critical complaints and requests.
- Acted as intermediary between staff, vendors, and manufacturers.
- Supervised staff, including vendor fulfillment of merchandise requests.
- Developed and maintained system of order filing and tracking.

02/04 - 11/04

World Wrestling Entertainment, Inc., Stamford, CTEditorial Assistant, Publication Department:

- Assisted in the development of content for WWE *RAW* and *SmackDown!* magazines with a circulation of more than 300,000 readers.
- Wrote and contributed articles for WWE.com with Superstar interviews and various reports on WWE television programming and events.
- Assisted with research and history on various WWE talents, providing information to editorial staff for feature articles.

01/03 – 01/04

World Wrestling Entertainment, Inc., Stamford, CTIntern – Corporate Comms./ Public Relations, and Marketing:

- Developed biographical background information about WWE talent for use company-wide in marketing and promotions
- Compiled and presented analytical information to Vice President and managers on various projects including WrestleMania XX, Smackdown Your Vote! program and Get R.E.A.L. educational program.
- Upgraded the database tracking system for Community Relations department to record charitable donations; Compiled and distributed monthly report to senior management on charitable donations.
- Created bi-weekly summary for executives and managers on company programming and changes in character or storyline.

MEDIA EXP.

2001 - 2003

Producer, Director, Writer

- Wrote, Produced, and Directed Public Service Announcements and News Stories for Campus Cable Television

WRSU-FM & WVPH-FM, New Brunswick/Piscataway, New Jersey

- Co-hosted weekly talk and music program for Campus radio station

SKILLS

- Microsoft Office programs: Word, Excel, Outlook, PowerPoint, Access, FrontPage
- Yahoo! Store backend management system
- Photoshop, InDesign, iMovie
- Self-taught web design – www.michaeldworkis.com