

**Trina Antoine**  
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**Reporter**

**Professional Summary**

Professional communicator skilled in creating timely, clear, accurate and well-written communication, develops and maintains productive working relationships, excellent research, organizational and analytical skills, sound news judgment, knowledge of Associated Press style, experience with social media sites, can work under tight deadlines and detail oriented.

**Skills**

- Proficient in publishing software
- Attention to detail
- Excellent oral and written communication
- Excellent research
- Excellent editing and content management
- Spreadsheet data management
- Deadline oriented
- Ability to manage multiple projects
- Team player

**Related Experience:**

**Staff Writer**

Washington Post Company  
Comprint Military Publications  
Pentagram, Ft. Myer, VA

2010 – 2011

- Pitched, planned, researched and wrote weekly articles and photographed military events
- Scheduled and conducted interviews over the phone and in person
- Gathered responses to weekly questions addressed to Fort Myer community for “Word on the Street” section
- Compiled, reviewed, edited and managed entries for News and Notes section of paper
- Provided edits to newspaper material on weekly basis using Associated Press style
- Assisted editor in layout, design and other publication procedures for newspaper

**Editorial Assistant/Reporter**

Kaulkin Ginsberg Company, Rockville, MD

2008 – 2010

- Reported for *ARM Insider* and *insideARM.com*
- Managed and compiled “Ask the Experts” articles
- Gathered, researched, managed, edited and posted editorial content for *ARM Insider* and *insideARM.com*
- Managed and posted content on social media sites
- Created and edited content to search engine optimization criteria
- Assisted in additional research for editorial and administrative duties
- Developed and maintained working relationships with company departments

**Reporter**

College of the Holy Cross, Worcester, MA

2005 – 2008

- Wrote about events and opportunities available to ALANA students
- Managed, designed and compiled information on an electronic newsletter
- Emailed bi-monthly newsletter to over 200 students
- Developed relationships with student organizations for content information

## Professional Experience

### Organizer

Fitness Heights International, Washington, D.C. 2011 – Present

- Create marketing and PR material for several charity race events supporting local and national nonprofit organizations
- Create reporting documents for event distribution including sorting and organizing data for various events
- Communicate with participating vendors in alignment with the mission of the organization and the theme of the event.
- Assist in additional duties to guarantee success of race events
- Ensure compliance with local, state and federal policies and procedures

### Junior Proposal Writer

Optimization Consulting Inc., Lanham, MD May - June 2011

- Wrote, researched, compiled and provided edits to content for OCI newsletter and responses to Federal solicitations
- Established communication with the National Institute of Standards and Technology
- Searched, identified, researched and compiled information on opportunity leads from fbo.gov
- Developed, built and maintained productive working relationships with SharePoint specialists
- Developed, built and maintained productive working relationships with project managers, sales managers, security experts, technology specialists, finance department, marketing team and operational staff
- Managed and oversaw production of SharePoint whitepaper

### Temp

Ruthi Postow Staffing Agency, Washington, DC Summer 2010

- Developed and managed Excel tables for mechanical engineering firm's database
- Answered questions and fielded and routed messages for service calls
- Copied and faxed documents for service work
- Assisted with operational procedures in preparation for a technology conference
- Provided customer service work to participants of a technology conference

## Internship Experience

**Intern**, Washington Business Journal, Arlington, VA Summer 2008

- Compiled and managed "Good Works" and "People on the Move" columns
- Reported and gathered brief quotes for "Sources Say" section
- Wrote and reported on stories in paper and *On Site* magazine

**Intern**, Worcester Telegram & Gazette, Worcester, MA 2007 - 2008

- Interviewed for and reported on local news for Greater Worcester County
- Wrote news articles and briefs regarding local events, policies and laws

**Intern**, SourceMedia Inc, New York, NY Summer 2007

- Managed, researched and wrote three articles on structured finance per week that covered: asset-backed securitizations, unsecured and secured loans, junk bonds, mortgages, M&A and news on structured finance employees
- Performed standard reporting work for *Bank Loan Report*, *High Yield Report* and *Asset Securitization Report*

**Intern,** Condé Nast Publications, New York, NY

Summer 2006

- Researched and logged photographs and assisted on photo shoots for *Jane* magazine

### **Previous Experience**

- Assisted with mailings for Holy Cross Academic Services department
- Managed and taught two English enrichment classes to 20 fifth grade students
- Student assistant for Holy Cross' multimedia center and library

### **Education**

Bachelor of Arts, English

College of the Holy Cross, Worcester, MA

### **Professional Publications**

- Leading article for third quarter, insideARM.com "Alabama Collection Agency Shows Appreciation for Soldiers' Sacrifice" June 5, 2009
- Most read article for week, Washington Business Journal "Fields of Dreams" Aug. 6, 2008

### **Volunteer Experience**

Habitat for Humanity, Washington, DC

Summer 2008

- Built houses for low-income families

Appalachia Gulf Coast, New Orleans, LA

Spring 2006

- Guttled out houses destroyed by flood waters from Hurricane Katrina

Friendly House, Worcester, MA

Spring 2005

- Painted walls in local grade school

### **Software Applications**

**Microsoft Office:** Microsoft Publisher, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Outlook

**Adobe Creative Suite:** Photoshop, Acrobat Pro, Bridge, InDesign, InCopy, Acrobat Reader

**Other Applications:** Sales Logix, QuarkXpress

**Web-based:** Salesforce, Huddle, Google Analytics, GoToMeeting.com, Social Media, HTML