

Rebecca Castillo

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SKILLS

Video —

reporting, editing, shooting and producing

- AVID editing
- FinalCut Pro editing
- QuickTime
- iMovie

Radio —

reporting, editing, shooting and producing

- ProTools editing
- Audacity

Photography —

shooting, editing, color correcting

- Adobe Photoshop

Graphics —

print design, prepress management

- Adobe InDesign
- Adobe Illustrator
- Adobe Acrobat

Web —

design and file management

- Macromedia Dreamweaver
- Adobe GoLive

Event planning—

program development, staff management, registration

- Microsoft Office
- Access
- Filemaker Pro
- MeetingTrak
- GoMembers

COLUMBIA SCHOLASTIC PRESS ASSOCIATION

Sept. 1994—present

ASSISTANT DIRECTOR FOR PROGRAMS 2006—Present

PROGRAM COORDINATOR FOR MEETINGS AND PUBLICATIONS—1994-2006

CSPA is an international student press association, founded in 1925, whose goal is to unite student journalists and faculty advisers at schools and colleges through educational conferences, idea exchanges, textbooks, critiques and award programs.

PUBLICATION COORDINATOR In charge of design and prepress production for brochures, catalogs, newsletters, direct mailings, promotional items, convention programs and CD-ROMs. Design and maintain CSPA's main web site. Designed CSPA printed magazine Student Press Review and Columbia University's student handbook, FACETS.

Publication titles and web address

FACETS Facts About Columbia Essential to Students (1992-1996)
Student Press Review (1996-2000)
<<http://cspa.columbia.edu/>>

PRODUCTION EDITOR Coordinate with freelance writers and editors on book projects. Serve as point person for designated printer job over, proof approval, troubleshooting art directing and designing. Consult on projects in development with editors.

Honors for Magazine Fundamentals

2003 EdPress Judge's Award
2003 EdPress Distinguished Achievement Finalists for Books
2003 EdPress Golden Lamp Finalists for Books

INSTRUCTOR Present sessions to middle school and high school students at state and national press association conventions. Advised an after school volunteer high school newsmagazine. Consult New York City high school student newspaper staffs on publication schedules and staff development.

Conventions

Journalism Education Association, Spring 2001, Presented
Oklahoma Interscholastic Press Association, Spring 2001, Spring 2002
Southwest Scholastic Press Association, Fall 1996, Spring 1998

Publication Advised

Harlem Youth Network, Double Discovery Center at Columbia University (Profiled on NY1 news channel with Harlem-area youth for initiating, coordinating and organizing student magazine.)

EVENT PLANNER Responsibilities include program coordination, speaker contact, site selection, coordination of food and beverage, housing, travel and audio visual arrangements, promotional material preparation, hotel and vendor negotiation, meeting spec preparation, and on-site logistical support.

Annual Events

Scholastic Spring Convention (average attendance: 4,300)
Summer Journalism Workshop (average attendance: 350)
Fall Conference (average attendance: 1,800)

LIAISON Maintain relationships with state student press associations, professional journalists, sales representatives for printers, commercial portrait photographers, newspaper in education professionals and foundation officials. Create and execute new co-sponsorship events with partner organizations. Manage the advisory board of the Columbia Scholastic Press Advisers Association.

Original partner event

Quest for Excellence cosponsored with The New York Daily News NIE

STAFF DEVELOPMENT Formulate staff training, handle employee relations and maintain payroll for student staff.

EDUCATION

COLUMBIA UNIVERSITY GRADUATE SCHOOL OF JOURNALISM

Masters of Science, May 2006, concentration: online media, television and radio broadcast

Society of Professional Journalists, Columbia Chapter— president 05-06, publications director 04-05
Honors: Robert Harron Award (2006) Top Honors in "Issues in Online Media" class (2005)

COLUMBIA COLLEGE, COLUMBIA UNIVERSITY

Bachelor of Arts, October 1994, major: film

Honors: Class of 1912 Room Prize (Fall 1994); Charles M. Rolker Prize (1994);
King's Crown Award (Gold 1994, Silver 1993, Bronze 1992); Robert Harron Award (1993);

PROFESSIONAL AFFILIATIONS

Columbia College Women, Chair, 1998 - Present
Columbia College Young Alumni, Class Captain Chair, 2002 - Present
Latino Alumni Association of Columbia University, President, 1999 - 2002
Student Press Law Center, Member, 1997 - Present
College Media Advisers, Member, 1994 - 2001
Community College Journalism Association, Member, 1995 - Present