

CHASE FERREN

EXECUTIVE ASSISTANT

PROFESSIONAL HISTORY

Executive Assistant

Matrix Movies, Inc. / 2018 – Present

- Manages president's personal and business schedule and daily activities
- Serves as liaison between president and production teams, personal contacts, and other employees
- Constructs and maintains organized and efficient workplace and household for president

Newsletter Writer

Stu Loeser & Co. / 2016 – Present

- Curates, edits and publishes internal, daily newsletters for major tech companies and political groups
- Completes various media research assignments for clients and firm

Graduate Assistant

S.I. Newhouse School of Public Communications / 2016 – 2017

- Assisted with conducting arts reporting class and editing assignments
- Represented the Goldring Arts Journalism program on Twitter and Instagram
- Supported program director and assistant director in office administration

EDUCATION

S.I. Newhouse School of Public Communications at Syracuse University
Master of Arts in Arts Journalism / 2017

Nazareth College
Bachelor of Arts in Communication and Media / 2016

SKILLS

- Technical writing
- Reporting
- Editing
- Bookkeeping
- Google Analytics
- Social media management

SELECTED PUBLISHED WORKS

Café Society
CITY Newspaper / Cover story

Stephen Prutsman brings autistic children to music
The Post and Courier / Spoleto Festival

With Love
Boomtown Table / Multimedia

CONTACT

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