

Grace K. Ngo

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Education: May 2016

Sam Houston State University

- B.A. Mass Communications:
Multiplatform Journalism, 3.66
- Minor in Middle Eastern Studies

Study Abroad - Amman, Jordan

- Gained intermediacy in Arabic
- Adapted to new environment
- Used communication and organization skills to navigate

Social Media Skills

- Facebook
- Twitter
- Tumblr
- Instagram
- Snapchat
- YouTube
- Vimeo
- Periscope

Technical Skills

- Final Cut Pro 7
- Sound Pro
- Adobe Premiere
- Photoshop
- Lightroom
- Microsoft Word
- Excel
- Powerpoint
- Outlook

Language Skills

- English (native)
- Vietnamese (native)
- Spanish (intermediate)
- Arabic (intermediate)

BBC Dancing with the Stars, Story Assistant

March 2017 - Present Houston, TX

- Archived tapes
- Properly stored and labeled video
- Logged video footage

NFL Super Bowl LI, Frequency Coordinator

February 2017 Houston, TX

- Allocated available frequencies to media professionals
- Operated Anritsu spectrum analyzer
- Assisted Game Day Coordinators, inspected wireless equipment

MTV, Logger

October 2016 Houston, TX

- Transcribed footage
- Conducted inventory of all gathered video
- Aided editor in quickly locating particular shots

InFocus, Production Assistant

July 2016 - Present Houston, TX

- Accumulated costumes and needed equipment
- Filled in as supporting role in short film for 48 Hour Film Project
- Assisted in cable wrangling and recording BTS

Global Center for Journalism & Democracy, Project Assistant

May 2016 San Jose, Costa Rica

- Assisted in the facilitation of a digital journalism workshop
- Interviewed expert trainers, president of Colegio de Periodistas de Costa Rica, and trainees
- Handled camera, recorded, edited and produced video for event

Global Center for Journalism & Democracy, Intern

January - May 2016 Huntsville, TX

- Analyzed topics such as social justice, terrorism and digital journalism
- Created monthly videos and infographics
- Promoted civic engagement and awareness

KSHU Channel 7 News, Student Reporter

August 2015 - May 2016 Huntsville, TX

- Reported on local and university news
- Assisted in writing news anchor scripts
- Gathered information for stories, conducted phone interviews with important parties

The Houstonian, Freelance Reporter

September 2013 Huntsville, TX

- Responsible for coordinating interviews with relevant parties
- Assisted in collecting information for breaking stories
- Assisted in writing news articles and interest stories

Saigon Network (SGN), Editing Assistant Intern

June 2012 Houston, TX

- Edited cooking shows in Vietnamese
- Evaluated religious talk shows
- Collaborated with other editors, producers, and director

Saigon Broadcasting Television Network (SBTN), Lead Anchor Intern

June - August 2011 Washington, D.C.

- Interviewed public officials such as House of Representatives and senators
- Produced summer TV program for youth
- Assisted in writing news anchor scripts