

KENDALL LAKE

kendalllake@gmail.com • (678) 787-9211 • kendalllake.com

education

UNIVERSITY OF GEORGIA
Master of Arts, Concentration
in Emerging Media (May 2020)
GPA: 4.0

UNIVERSITY OF GEORGIA
Bachelor of Arts in Journalism
(May 2019)
*Minors in Spanish, New Media; First
Honor, Summa Cum Laude, with
Highest Honors; GPA: 4.0*

OXFORD UNIVERSITY, 2017
UNIVERSITAT DE VALENCIA, 2016

skills

- HTML/CSS
- Wordpress
- Reaper
- Adobe Creative Cloud:
Illustrator, InDesign,
Photoshop, XD
- Google Analytics
- Microsoft Office
- Google Suite
- Slack, Asana
- Constant Contact
- Campaign Monitor
- Intermediate Spanish

honors & awards

- Cox Institute Medal
- Blue Key Honor Society
- Recipient of scholarships
including Zell Miller,
National Merit, William
I. Ray Jr., Mary Lester
Betts, and Dr. Henry King
Stanford
- Koonin Award
- Girl Scout Gold Award

experience

TEDXUGA | ATHENS, GA AUGUST 2017 – MAY 2020

Curator (Formerly Assistant Curator and Presenter Advisor)

- Oversaw development of nine talks every year from ideation to delivery
- Provided expertise on talk content, structure and messaging
- Collaborated with Licensee to plan and execute an event for 1800+ people
- Developed guiding documents including an event impact report and an event manual to share expertise as a premier TEDx event
- Served as a critical member of TEDxUGA's Advisory Council, a group of university leaders who make TEDxUGA's key decisions
- Managed communication between organizers and the slate of presenters

UGA NEW MEDIA INSTITUTE | ATHENS, GA AUGUST 2017 – MAY 2020

Graduate Assistant (Formerly Program Assistant)

- Assisted with operations of interdisciplinary certificate program serving 500+ students, including academic advising and special events
- Developed and wrote monthly newsletter for 3000+ connections
- Served as teaching assistant for an upper-level elective course, New Media & TED. Responsibilities included giving lectures, planning and leading discussions and grading assignments

SPOKE MEDIA | DALLAS, TX JUNE – AUGUST 2019

Production Assistant

- Managed guest and studio booking and prepared pre-interview research briefings and questions for 30+ interviews
- Edited audio in Reaper for storytelling and sound design
- Ran recording sessions in sound booth and transcribed audio
- Assisted with production tasks for shows including: So, Bob; Man in the Window; Untitled Dad Project; The Fake News Update; and The Left Ear

HER CAMPUS UGA | ATHENS, GA AUGUST 2016 – DECEMBER 2018

Campus Correspondent (Editor in Chief)

- Led staff and managed administrative tasks for UGA's chapter of Her Campus, an online magazine targeted at millennial women
- Increased ranking of chapter by three levels to the top "Pink" level representing the top 20% of hundreds of Her Campus chapters
- Developed sponsored social and written content for female-focused brands
- Collaborated with Nationals on sponsored programs including HC Tour

NEW AMERICA | WASHINGTON D.C. MAY – AUGUST 2018

Open Technology Institute Communications Intern

- Supported communications at tech policy think tank (which works on a wide variety of issues including net neutrality, government surveillance, consumer privacy, Congressional tech capacity, and more) through tracking media hits and maintaining press lists in Salesforce and updating website in a CMS
- Created content for OTI blog and Twitter and edited written work including blog posts and op-eds for Slate, Lawfare, and New America Weekly
- Gave presentation training to OTI staff including executive director
- Designed promotional materials for print in Illustrator and InDesign; designed and updated presentation slides