



Leona Towner

Multimedia Journalist

www.leonatowner.com



402-238-9657



leonadunn55@gmail.com



Oak Lawn IL 60453

SKILLS

- * Proficient in Adobe Suite
- * Advanced in Microsoft Suite
- * Avid | iMovie | iNews | Edius |
- * Newswriting
- * Public Speaking
- * Social Media Content Creation

EDUCATION

**Master of Arts in Public Affairs &
Broadcast Journalism**

American University Graduated: August 2020

**Bachelor of Science in Mass
Communications**

Tennessee State University Graduated: May 2019

2020

2019

EXPERIENCE

- * News Nation, Chicago, IL
September 2021 – April 2023
Assignment Editor
- * WZZM-13, Grand Rapids, MI
August 2020 – March 2021
Multimedia Journalist
- * Fox News Network, Washington D.C
November 2019 – August 2020
Guest Greeter/ Jr. Booker
- * NABJ Short Course, Greensboro, NC
March 2018
Selected Participant
 - Awarded Best News Writer out of cohort (30)
- * WDKN Radio, Dickson, TN
May 2018 – August 2018
Intern
- * The Tennessee Tribune Newspaper, Nashville, TN
May 2017 – August 2018
Intern/ Part time staff
 - Increased web traffic by 22%



REFERENCES

Rosetta Miller Perry- tennesseetribunenews@aol.com

Patricia Peart- peart.patricia@foxnews.com

Khrystene Coleman- kcoleman@newsnationnow.com





Leona Towner

Customer Service Representative

Experience [All Part-Time]



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SKILLS

- * Can lift up to 60lbs
- * Ability to multitask in a fast-paced environment
- * Can coordinate rotational guest flow
- * Excellent verbal and written communication skills

CERTIFICATIONS

Illinois Basset

Illinois Food Handler

EDUCATION

High School Diploma

Omaha Burke High School | Graduated: May 2015

Bachelor of Science in Mass
Communications

Tennessee State University | Graduated: May 2019

* **Coopers Hawk Winery | Jan 2024 – Present** **Service Assistant**

Assist restaurant staff as assigned.

* **Windy City Fieldhouse | July 2021– July 2023 | Corporate Event Staff**

Moderated and led school, business, and personal team-work related events; Scavenger hunts, Birthday Parties, Corporate Picnics, and workplace trivia games.

* **Fed Ex | Nov 2020– May 2021** **Warehouse Worker**

Worked as a package handler for a holiday seasonal position part-time.

* **Fox News | Nov 2019– Aug 2020** **Guest Greeter**

Greeted high profile guest and coordinated with security, make-up, and booking producers to get the guest to their on-air hit ready to go part-time through graduate school.

* **Logans Roadhouse | May 2017– June 2019** **Host / Server**

* **Wendy's | Oct 2016– March 2017** **Team Member**

Worked as a cashier/ closer for the late-night shift. Closed out the drawers and cleaned dining area and bathrooms.

* **Omaha Henry Doorly Zoo | Summer 2013–2016** **Customer Service Rep**

Worked various positions throughout the zoo's rainforest café and grill. Responsibilities Included; Food Prep, Cashier, Training, Greeting and Hosting.



Leona Towner



COMMUNITY & CIVIC ENGAGEMENT WORK

SERVICE IS THE RENT WE PAY FOR BEING. – MARIAN WRIGHT EDELMAN



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SKILLS

- Expert tour guide
- Expert in event set-up and break down
- Strong communication skills, including electronic and interpersonal
- Ability to operate as a lead and advise team members on step by step instruction
- Coordinate and develop event programming
- Document and archive event proceedings
- Organize volunteer databases and head volunteer communications
- Prepare presentations and proposals
- Host & Moderate

SERVICE

- National Association of Black Journalist
 - Chicago Chapter Interim secretary -2025
 - Washington Chapter Interim secretary-2020
 - TSU Chapter President- 2018/19
- General Volunteer
 - [Chicago]Progressive Baptist Church
- PBC Sunday Online Experience Guide
- Black Boy Lit Inaugural Summer Camp Administrator -2023
- PBC Written Comm Team Lead -2022
- General Volunteer
 - Black & Brown Cannabis Guild
- Social Media Consultant -2021
- Volunteer -2021
 - American University [5,000 Students]
- Graduate Student Council Events Coordinator -2020
 - Mt Pleasant Writing Tutor -2020
 - Tennessee State University [9,000 Students]
- Love You Like a Sister Inc; Events Chair, Board Secretary, President [Awarded]
- Student Government Association; Sophomore Class Secretary, Junior Class Representative At Large; Alumni Relations
- Soul Fire Slam Poetry Team; President
- [General Volunteer Work; The Womens Center, Honors College, Wesleyan Foundation, Every Nations Campus, TSU News Network; TSU TV-98, The Meter, Yearbook ect]
 - Inclusive Communities
- Inclucity Camp Counselor -2015
- Student Fellow; Coordinated Community Table Talks -2014
- Camper -2013
- General Volunteer