

Riley J. Utley

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Portfolio: rileyutley.com



Work Experience

POPSUGAR, Virtual

- **Contributing Writer** February 2022-present
 - Pitches five to ten culturally relevant story ideas for the entertainment vertical with SEO headlines
 - Picks up stories from the dashboard to contribute to entertainment vertical

Advanced Local Media | Syracuse.com, The Post-Standard, CNY Magazine, NY Up.com, Syracuse, NY

- **Intern** January 2022-June 2022
 - Researched, wrote, reported and photographed one to four weekly stories for the life and culture section
 - Used content management system to create story packages that feature copy, photos and other multimedia elements

The NewsHouse, Syracuse, NY

- **Assistant Executive Producer** January 2022-May 2022
 - Assisted producers in creating 15-20 story packages a week and five to ten new author profiles a week
 - Wrote, curated and edited the publication's weekly newsletter
 - Corrected and modified HTML code in the CMS
 - Communicated with new writers and producers to create story packages and acted as a liaison between classes working with The NewsHouse and the lead producer team
 - Copy edited stories for AP Style and fact checked stories in a timely manner for The NewsHouse and Entitled to Equality Project
- **Social Media Director** August 2021-December 2021
 - Managed and posted all NewsHouse stories on all major social media platforms
 - Created creative and compelling social media posts that fit the NewsHouse brand
 - Acted as liaison between students and the NewsHouse team during social media rotations

Syracuse University, Syracuse, NY

- **Instructional Associate for Rezak Music Business Lecture** August 2021-May 2022
 - Manages attendance for over 130 students, sets up classroom and checks all technology
 - Grades and gives constructive feedback on all homework

The Spokesman-Review, Spokane, WA

- **Freelance Writer** April 2018-January 2022
 - Reported and wrote stories as needed for general news assignments, working on a one to two-day deadline

The Gonzaga Bulletin, Spokane, WA

- **Editor-in-Chief** April 2020-December 2020
 - Edited every page for print edition and online articles using Adobe InDesign and CMS on a weekly basis
 - Lead staff meetings and facilitated staff training and education
 - Created a comprehensive employment guide for all positions at The Gonzaga Bulletin
 - Used social media to enhance storytelling and update readers on a daily basis
 - Designed print pages on a weekly basis for the news section using Adobe InDesign and CMS
 - Wrote stories on a weekly basis for all sections of the newspaper and maintained the symphony orchestra beat
 - Held positions as copy editor, head news editor, news editor and staff writer before becoming editor-in-chief

The Pacific Northwest Inlander, Spokane, WA

- **Arts and Culture Intern** June 2019-August 2019
 - Contributed to weekly event picks, people on the street interviews, web exclusive blogs and entertainment picks
 - Used Instagram to create stories and posts to complement event coverage

Education

S.I. Newhouse School of Public Communications

Syracuse University, Syracuse, NY

Master of Arts

Goldring Arts Journalism and Communications

Gonzaga University, Spokane, WA

Bachelor of Arts, Journalism

Minors in Communication Studies and Political Science

Graduated Magna Cum Laude

Awards

Society of Professional Journalists

April 2019, April 2020, April 2021

- Region 10 Mark of Excellence Winner for Best All-Around Student Newspaper for The Gonzaga Bulletin, 2020
- Region 10 Mark of Excellence Finalist for General News Reporting for writing "First walk out at GU results in students meeting with cabinet" Story published in: The Gonzaga Bulletin
- Region 10 Mark of Excellence Finalist for Breaking News Reporting for writing "GU students protest board of Trustee member Timothy Barnard" Story published in: The Gonzaga Bulletin