

# LINDSEY SANDHOUSE

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Coral Springs, FL 33071  
954.612.8033  
lsandhouse@gmail.com

## EDUCATION

### **Florida International University**

2013 - 2015  
Master of Science,  
Mass Communication

### **University of Florida**

2009 - 2013  
Bachelor of Science,  
Advertising

## SKILLS

### **Proficient in:**

- Wide Orbit Traffic
- Wide Orbit Media Sales
- ePort
- Microsoft Office
- Adobe Photoshop
- Adobe Indesign
- Adobe Illustrator

## REFERENCES

Cynthia Celmer  
954.980.1450  
ccelmer@firstcoastnews.com

Lalita Bogatz  
561.653.5632  
lbogatz@wptv.com

Lynne Farber  
305.919.5259  
farberl@fiu.edu

Vicenta Shepard  
305.348.2441  
shepardv@fiu.edu

## EXPERIENCE

### **Sales Assistant**

#### **WPTV Newschannel 5**

**2015 - Present**

Responsible for assisting Account Executives and Managers with creating, inputting, and revising of sales orders for the Sales Department. Specific responsibilities include: entering orders and revisions, creating and entering makegoods, pulling spot placements and posts, and handling billing discrepancies.

### **Graduate Assistant**

#### **Enrollment Services, marketing**

#### **Florida International University**

**2014 - 2015**

Responsible for creating and editing communication materials targeted towards prospective and incoming students.

### **Reading & Learning Tutor**

#### **Center for Academic Success**

#### **Florida International University**

**2013 - 2014**

Directed small group sessions, as well as instructed students on punctuation, grammar, and vocabulary skills. Administered diagnostic tests in order to assess individual students needs, and selected materials and approaches that were suitable to the student's skill level. Edited text for proper punctuation, grammar, word choice, and content.

### **Kaye communications, PR**

#### **Intern**

**June 2013 - August 2013**

Managed social media accounts and content, and worked with clients for events.