**Ethan R. Butler**

14 South Lawn Avenue ⏐Elmsford, NY 10523 ⏐(413) 824-2944⏐ebutler16@comcast.net

**EDUCATION**

**Pace University,** Pleasantville, NY

***MA in Media & Communications, Expected*** January 2014

**Nyack College,** Nyack, NY

***BS in Communications*,** May 2012 GPA: 3.4, Cum Laude,

Completed 4-yr degree one year early

 **Honors & Awards**

Dean’s List 2010, 2011 & 2012 and Resident Assistant Perseverance Award

***Related Coursework:***

Radio Workshop

Ethical Issues in Mass Comm

Video Productions

Media Writing

Storytelling in Communications

Mass Media & Society

Public Speaking

Comm., Culture & Technology Industry, Theory & Practice

**STUDY ABROAD/INTERNATIONAL EXPERIENCE \_**

Italy: Venice, Sienna and Rome Semester January 2012

Australia /New Zealand: Wesley Institute Semester Fall 2010

**SKILL**

Windows and Apple OS, Microsoft Office, Social Media like Twitter, Facebook, Instagram, and LinkedIn

**RELEVANT BROADCAST, PUBLIC RELATIONS AND MEDIA EXPERIENCE**

***Host,* THE DAWG POUND 88.7 WNYK,** Nyack, NYSpring 2012

* Hosted and recorded college radio station sports talk show
* Researched current sports stories to engage audience

***PR Assistant Intern,* CBS NEWS,** New York, NY Fall 2011

* Performed research on media outlets throughout the country to distribute press releases
* Worked on a variety of projects including research on Presidential Election Primary Coverage
* Provided first-rate administrative support
* Assisted with special events to promote the CBS This Morning Show

***Research Intern,*** **ESPN 1450 THE HALL, AVERAGE JOE SHOW,** Springfield, MA Summer 2011

* Provided statistics and news articles for on-air staff
* Created questions for on-air games
* Answered busy phones and addressed callers’ needs

**ADDITIONAL EXPERIENCE**

***Administrative Assistant,* Pace Center for Business & Technology,** White Plains, NY September 2012-Present

* Help generate revenue by organizing a variety of computer classes
* Interact with current and potential students in a professional and courteous manner
* Built knowledge in utilizing databases and other Microsoft Office computer software
* Utilize strong organizational skills to manage enrollment
* Prioritize workload to successfully meet deadlines

***Resident Assistant*, Nyack College,** Nyack, NY August 2011-May 2012

* Fostered and encouraged strong, inclusive resident communities and planned activities
* Supported students in their academic, social and personal growth
* Ensured that policies and procedures were followed to maintain a safe environment

**EXTRA-CURRICULAR ACTIVITIES**

**Volunteer** Sisters of St. Joseph Aged Care Service, Australia July 2010-November 2010 ***Manager***, Nyack College Men’s Soccer Team (2011 CACC Champions) August 2011 – December 2011