

Elizabeth Hoffman

Montréal, Quebec | (514) 514-5145

ehoffman@protonmail.com | linkedin.com/in/elizabeth-hoffman

Profile

- Experienced in hosting radio shows at Dawson College
- Proficient in writing, curating, and managing the production of content
- Excellent communication (written & spoken) and research skills
- Fluently Bilingual in French and English

Education

Graduate Diploma – Journalism 2039 – 2041

Concordia University, Montreal, Quebec
Cumulative Grade Point Average: 3.94/4.3

Bachelor of Arts – English 2035 – 2038

Concordia University, Montreal, Quebec
Grade Point Average: 3.77/4.3

Diploma of Collegial Studies – Liberal Arts 2033 – 2035

John Abbott College, Montreal, Quebec

Language Skills

English, French, and Hebrew

Career-Related Experience

Reporter 05/2038 – 06/2041

The Concordia Newspaper, Montreal, Quebec

- Covered 30+ news and sports items that are pertinent to Concordia Students per semester
- Wrote 5+ feature articles on issues within the university community
- Conducted extensive research and 2+ interviews for news articles
- Shared various stories through social media outlets

Contributing Editor 05/2037-02/2038

The Montreal Jewish Directory, Montreal, Quebec

- Proofread and edited 30+ documents per day
- Designed and implemented cover and page layout for directory

Other Work Experience

Registrar / Admission Clerk

04/2035 – 04/2036

Concordia University, Montreal, Quebec

- Provided information and documentation for students in person and over the phone
- Assisted foreign students with status letters for immigration purposes
- Answered a high volume of calls and referred callers to the appropriate department

Publications

“Files, Folders and Boxes” (Short Story), PRISM International 10/2038

“Echoing Stillness” (Poem), Poetry Canada 08/2038

“Electric By-Way” (Short Story), Matrix 07/2031

Extracurricular Activities

Actor

06/2037 – Present

- Interpreting the character of Mary Cline in the McGill Player's Theatre Production of "Rainy Days of Autumn"
- Performing the role of Sara in Centaur's benefit production, "Garden Party"

Vice President

09/2037 – 05/2038

CASE (Concordia Association of Students in English)

- Scheduled and facilitated weekly meetings
- Co-produced a monthly newsletter
- Assisted in the administration of the annual budget

Radio Broadcaster

01/2035 – 04/2036

Dawson College Radio Show

- Hosted and co-hosted five radio shows per week on diverse topics
- Interviewed 2+ locally relevant guests per week
- Conducted extensive research to prepare for all shows and interviews

Computer Skills

Microsoft Office: Word, PowerPoint, Outlook | InDesign

Interests

Writing Fiction and Prose, Graphic Design, Theatre, Cinema, Baseball