

MICHELA FLOOD

CONTACT

 **203-299-7016**

 **Michelaflood@yahoo.com**

 **Manhattan, NY, 10021**

 **LinkedIn**

LANGUAGE SKILLS

Conversational
Italian

SKILLS

- **Tools:** Microsoft Office, Google Workspace, Adobe Creative Cloud, WordPress, WIX, Figma
- **Social Media:** Instagram, TikTok, X, Snapchat, Facebook
- **Writing:** AP Style

EDUCATION

August 2021 - May 2025

S.I. Newhouse School of Public Communications

Syracuse University

Deans List

Bachelor of Science:

Magazine, News, Digital Journalism

Minor: Fashion Design

ACTIVITIES

DELTA GAMMA

Vice President of Delegates

Panhellenic Ethics Board

Partnered with Panhellenic delegates and national networks to support DG executive boards, strengthening governance and ensuring consistent chapter communication.

The NewsHouse

LEAD PRODUCER

Syracuse, NY | December 2024 - September 2025

- Oversaw Life & Style section with 16 reporters and 30+ stories, driving 47K+ views.
- Organized team schedules, assignments, and editorial deadlines.
- Managed digital publishing workflows, produced original content.

EXPERIENCE

Fager's Island-Hotels and Restaurant Group

ADMINISTRATIVE ASSISTANT

Ocean City, MD | May 2022 - November 2025

- Supported executive leadership across multiple hospitality operations, managing calendars, travel, and daily communications.
- Coordinated events, meetings, and logistics to ensure seamless execution in a fast-paced, high-volume environment.
- Maintained confidential records, vendor relationships, and office operations with professionalism and efficiency.
- Anticipated management needs and streamlined administrative processes to improve workflow and team communication.
- Handled guest and group reservations for the hotel, fine dining restaurant, and events, ensuring accuracy and exceptional service.

The Good Life Magazine

ENTERTAINMENT AND CULTURE WRITER

Syracuse, NY | January 2023 - May 2025

- Conducted interviews and managed outreach with talent and PR contacts.
- Delivered quick-turnaround coverage of cultural trends and entertainment topics.

Social Media

AMBASSADOR | MELISSA WOOD HEALTH&THE SKINNY CONFIDENTIAL

Remote | February 2024 - Present

- Learned internal workflows for campaign coordination and digital communication.

DIGITAL CONTENT MANAGER | BRING N BUY BOUTIQUE

Ridgefield, CT | September 2017 - Present

- Managed daily digital operations, including social media scheduling and customer communications.
- Designed branded content, coordinated photo shoots, and built the company website.
- Built and managed relationships with vendors and clients to ensure consistent messaging.

SOCIAL MEDIA MANAGER | PERCEPTION MAGAZINE

Syracuse, NY | September 2021 - September 2022

- Curated Instagram content to promote magazine features; led campaigns using analytics to boost visibility and engagement.

University Union

PRODUCTION COORDINATOR

Syracuse, NY | December 2022 - May 2024

- Managed stage logistics and scheduling for student-run events with 100+ attendees.
- Coordinated across teams to ensure smooth event flow and timely setup.

RESEARCH ASSISTANT

Syracuse, NY | April 2022 - December 2022

- Used trend research and analytics to shape event content, boosting student engagement and attendance. Supported survey and event planning strategies.