

# MATTHEW LEGARRETA

6424 Yucca Street, Los Angeles, CA 90028 | 575-590-0691 | [mattlegarreta@gmail.com](mailto:mattlegarreta@gmail.com) | [www.mattlegarreta.com](http://www.mattlegarreta.com)

## EDUCATION

**AFI Conservatory—Master of Fine Arts in Screenwriting (In Progress)** *Los Angeles, CA*

- **Awarded the James Bridges Memorial Fellowship (full-tuition scholarship)**
- Projects include writing, developing, and working on set for three short films; writing a TV comedy spec script, a TV drama spec script, and a full-length feature film script.
- **Read and provided editing notes for scripts** of fellow students in a workshop environment

**New Mexico State University—Bachelor of Arts, Bachelor of Creative Media** *Las Cruces, NM*

- **Dual degree recipient**, majoring in **Journalism and Digital Filmmaking**
- **Awarded the Honor's Excel Scholarship** (full-tuition scholarship); Dean's List Recipient twice
- Graduated in May 2017 with a 3.65 G.P.A.

## RELEVANT WORK EXPERIENCE

**NMSU Marketing and Communications (News Media Intern, January 2019 to August 2019)** *Las Cruces, NM*

- Full-time position working in the **PR department of a major university**, covering the College of Arts and Sciences
- Responsible for **formulating, writing, and sending out press releases**, news stories, and other features
- Helped **operate and maintain social media pages with tens of thousands of subscribers**
- Conducted interviews, filmed and produced video packages, and **created an end-of-semester, 85-page magazine**

**The Scoop Alumni Magazine (Copy Editor, January 2017 to May 2017)** *Las Cruces, NM*

- **Wrote and researched news stories** related to the NMSU Journalism department, in addition to editing the writings of others for clarity, grammar, etc.
- Designed magazine pages through Adobe InDesign; created the main logo and other essential images for the publication

**NMSU Branson Library (Night Supervisor, September 2013 to May 2017)** *Las Cruces, NM*

- **Responsible for maintaining the front desk of a high-volume, patron heavy library**
- **Answered phones, managed information databases, and assisted customers** with any queries they had about the library and its services; would lock down and secure the library every night at closing

**Geek Binge (Editor-in-Chief, August 2012 to December 2015)** *Online*

- Created, **ran an entertainment news/editorial website**, personally **writing over 5,000** articles in this time
- **Directly oversaw and coordinated a staff of 12 writers** and other editors to reach daily quota of content
- **Read and edited thousands of articles** to reach maximum publication standards
- Created, **ran multiple social media pages**, posting updates and content for **thousands of subscribers**
- Managed to obtain an **average of over 50,000 unique pageviews** a month

**Cinelinx (Lead News Writer, July 2010 to December 2012)** *Online*

- Responsible for **producing multiple articles a day** about film, TV, and the entertainment industry overall
- Worked under my editor on optimizing news coverage and website promotion
- Personally **wrote over 480 articles** in this two-and-a-half year period

## SKILLS AND INTERESTS

- Proficiency in Microsoft Suite including **Word, Excel, and Powerpoint**
- Proficiency in **Final Draft**
- Proficiency in Adobe Creative Suite, such as **Adobe Photoshop, Premiere, InDesign**, etc.
- Basic knowledge of search engine optimization, HTML/CSS modifications, and Google Analytics
- Professional experience managing social networking platforms such as Facebook, Twitter, Instagram, etc
- **Interests:** Half hour comedy, genre features, reading, blogging, cooking, video games, emerging technologies