

CAROLINA JARDIM

Ottawa - ON | (613) 981-2056 | carolina.jardim@gmail.com | www.linkedin.com/in/carolina-jardim

SUMMARY OF QUALIFICATIONS

- +10 years of experience in Communications, such as text and video editing, media analyzing and Journalism.
- Highly organized, detail-oriented, capable to work under short deadlines and solve problems.
- Native Portuguese speaker, fluent in English, CLB 6-8 in French, can also communicate in Italian and Spanish.
- Strong computer skills. Knowledge of Microsoft Office, Wordpress, basic HTML, social medias, Final Cut Pro, Adobe Photoshop and Adobe Illustrator.
- Freelancer in text editing, transcriber, translation (English-Portuguese) and audiobooks revision.

PROFESSIONAL EXPERIENCE

Volunteer

Dec 2019 - Present

ROGERS TV, Ottawa, Canada

- Started volunteering on Rogers TV on available positions to fulfill TV shows, such as camera operation.
- Works mostly on the show Ottawa's Cultural Window.

Editor / Producer in Journalism

2012 –2019

TV BRASIL, Rio de Janeiro, Brazil

(TV Brasil is the Brazilian public television channel managed by the federal government)

- Only international editor in the Rio de Janeiro branch, in charge of international stories on the 9h30 news.
- Wrote international stories based on agencies and local sources managing a strict deadline.
- Coordinated, edited and proofread stories written by international correspondents and commentators.
- Established and maintained contacts with local television stations and TV Brasil branches across the country.
- Managed the video editing of every story along with the image department.

Web editor

2012

SELO RESERVA, Rio de Janeiro, Brazil

(Selo Reserva is a wine curator website with a monthly wine box subscription)

- Wrote stories wine and food related for e-mail marketing material and company's web site.
- Proofread and edited the wine curator editorial sent to box subscribers.
- Attended events and wine tastings to report on website.

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Media monitoring

2011 –2012

FSB COMMUNICATIONS, Rio de Janeiro, Brazil

(FSB is a Press Agency that dealt major local accounts such as the Rio de Janeiro government)

- Reported on real time every news related to the client (the State Government) broadcasted on television, major radio stations and online. Reports were promptly sent to high officials in the government for immediate press response.
- Managed a very strict deadline to write, edit and send material as they were released on the press.

Web editor

2010 –2011

WODEN COMMUNICATIONS, Rio de Janeiro, Brazil

(Woden is a Press Agency that dealt local accounts such as government secretariats)

- Edited and proofread blog posts for governmental webpages directed to students and teachers.
- Worked along with the design and web sectors to deliver the best user experience on webpages.
- Structured an official writing manual to organize reporters' manner of writing and implement internal procedures and guidelines.

EDUCATION

- **Bachelor in Social Communications with emphasis in Journalism**

2006 –2009

Pontifícia Universidade Católica do Rio de Janeiro
Rio de Janeiro, Brazil