

# TK Matunda

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## PROFESSIONAL DEVELOPMENT

- Office Administration experience
- Project Management experience
- Customer Service experience
- Excel, Word, Internet and Lotus notes
- Matters of confidentiality and integrity
- Research and communication
- Meeting facilitation
- Writing correspondence and Web Chats
- Communication Skills
- Computer programming skills (HTML, CSS, Javascript)
- Graphic design and photography skills
- Copy writing for online, video and audio
- Knowledge MS Suite (Excel, Office, PowerPoint) and Adobe Creative Cloud (Photoshop, InDesign)
- Organization and Research Skills
- Proficient in video editing (Avid, Final Cut Pro)
- Bilingual (English and French)

## EDUCATION

**Sheridan College, Oakville Ontario** (Sept 2014 – April 2015)  
Post-Graduate Certificate New Media Journalism

**McGill University, Montreal Quebec** (Sept 2009 – April 2014)  
Bachelor of Science Degree in Psychology, Minor in Music Technology

## EXPERIENCE

**CBC Digital Producer – Toronto ON** (Feb 2016 – present)

- Curated and created online editorial content for specific radio show (q and Day 6)
- Managed social media accounts (Facebook, twitter)
- Pitched story ideas for on-air and contributed online
- Creates supplemental online tools to enhance storytelling

**Rabble Podcast Network Intern – Toronto ON** (Nov 2015 – May 2016)

- Scouted material and conceived promotional material for the network
- Produced original podcast material (<http://mypersonalcanada.ca/>)
- Pitched news and editorial stories for website
- Drafted RPN best practices guide

**Intersectional Analyst Co-founder and contributor – Toronto ON** (Aug 2015 – present)

- Used Javascript programs (Scaperwiki) to gather data sets from a variety of sources
- Analyzed data sets to discuss issues relating to race, gender and ethnicity
- Formatted stories on a easy to read blog ([www.intersectionalanalyst.com](http://www.intersectionalanalyst.com))

**CBC Intern Radio Syndication – Toronto ON** (April 2015 – June 2015)

- Pitched and wrote radio scripts for national audiences
- Found and booked guests for multiple live and pre-taped interviews
- Retrieved and edited sound bites for live radio

**Girls in Tech Photographer – Toronto ON** (Sept 2014 – Dec 2014)

- Captured and photos depicting panel discussions and networking events
- Edited and packaged slide-shows depicting past events

**Indigo Customer Experience Representative (Taskforce) –Montreal QC**

**(Aug 2013 – Aug 2014)**

- Well versed in both receiving and returning process
- Able to complete and adapt merchandise plan-o-grams to meet the needs of the store
- Independently created multiple displays for both trade and merchandise
- Served costumers in a friendly and informative manner

**Radio Technician – CKUT 90.3 FM, Montreal QC**

**(Sept 2010 – Aug 2013)**

- Operated mixing board while on air
- Gathered and organized content for upcoming shows (booking guests, tracking radio logs and making playlists)
- Ensured that shows remained on schedule and all content was delivered (ie: advertisements, weather checks...etc)
- Logged and formatted music into digital database

**CLIPPINGS**

Bitch Media

- <https://bitchmedia.org/article/growing-feminist-immigrant-family>
- <https://bitchmedia.org/article/rat-queens-and-power-female-friendship>
- <https://bitchmedia.org/article/first-time-my-mom-excited-about-star-wars>

XO Jane

- <http://www.xojane.com/issues/must-i-write-about-race-and-gender>
- <http://www.xojane.com/issues/black-female-guitarists>

CBC q

- <http://www.cbc.ca/1.3510263>
- <http://www.cbc.ca/1.3512760>

CBC Day 6

- <http://www.cbc.ca/1.3495837>
- <http://www.cbc.ca/1.348607>
- <http://www.cbc.ca/1.3484938>
- <http://www.cbc.ca/1.3474358>

**References available upon request**