

# Mikaela Delos Santos

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**Portfolio:** [mikaeladelossantos.com](https://mikaeladelossantos.com)

## Skills Summary

- Proven track record of engaging storytelling as a writer and lead editor for The Reflector and Associate Producer/Reporter with CBC
- Broadcast Media graduate with a range of experience in scriptwriting and audio/video production
- Advanced experience with Adobe Creative Suite programs such as: Premiere Pro, Audition, Photoshop, After Effects, and Illustrator
- Advanced experience in Canva and social media management tools
- Experienced with Wordpress and knowledge of foundational SEO
- Proficient in Google Suites and Microsoft Suites

## Education

- **Mount Royal University** — *Bachelor of Communications in Broadcast Media Studies*

## Notable Achievements and Certifications

- **CBC Joan Donaldson Scholarship** Recipient (2024)
  - Awarded to graduating students who excel in the field of broadcasting and journalism
- **OMNI TV Scholarship** Recipient (2021)
  - Awarded to Communications students with an interest in third-language journalism
- **Reuters News Introduction to Digital Journalism** Certification (2023)

## Relevant Work Experience

- **CBC** — *Current part-time associate producer/reporter, previous intern*  
May 2024 - August 2024  
October 2024 - present
  - Chase sources and gather interviews relevant to a story for TV/Radio delivery or online treatments
  - Prepare background notes and write scripts for radio hosts
  - Produce and voice radio news package for daily radio news
  - Pitch story ideas that are relevant and abide by a show's mandate and the CBC's Journalistic Standards and Practices
- **Mount Royal University School of Communications** — *Studio Equipment Manager*  
January 2024 - April 2024
  - Monitor bookings, schedules, and manage email account to ensure students have a smooth experience with renting out broadcasting equipment
  - Inform and advise students with best equipment and tools to use for their university projects
  - Perform administrative duties as necessary
- **The Reflector** — *Publishing Editor, Previous Web and News Editor*  
November 2019 – April 2024
  - Oversee overall newspaper production and distribution for all sections such as News, Features, Arts, and Sports
  - Lead and delegate team duties to create engaging content for print and digital viewership
  - Review and approve drafts, as well as define publication standards and goals
  - Apply Canadian Press style and ensure satisfactory readability

- **Mount Royal University Career Services — Studio Consultant**  
May 2023 – December 2023
  - Provide one-on-one consultations, feedback, and guidance to university students in order to help them create an e-career portfolio that showcases their skills, experiences, and achievements
- **Badminton Alberta | YONEX Canada Open — Event Coordinator**  
May 2023 – July 2023
  - Act as the primary Communications and Media Relations liaison for 2023 YONEX Canada Open Tournament
  - Successfully promote YONEX Canada Open's branding and event through media connections and social media presence
  - Build and maintain relationships with journalists and other media contacts
- **Digital Main Street | City of Calgary— Digital Service Squad**  
May 2022 – May 2023
  - Provide one-on-one consultations to local business owners (clients) to help them develop and implement digital media strategies that align with their business goals
  - Create video tutorials and/or hands-on experience for clients that showcase practical and efficient methods to boost online presence
  - Provide digital resources essential for business's workflow and general social media management such as HootSuite, Canva, and other related programs
  - Establish and maintain trustworthy professional relationships with clients

#### Notable Roles

- **Board Member Publishing Editor Representative — The Reflector**  
April 2023 – April 2024
  - Present to the board the needs and necessary demands of The Reflector team
  - Inform Board Members of any relevant production updates
  - Approve business agendas beneficial for the organization
- **Board Member Section Editor Representative — The Reflector**  
Jan. 2021 – April 2023
  - Present to the board the needs and necessary demands of Section Editors
  - Approve business agendas beneficial for the organization

#### Languages

- Tagalog
  - Native fluency
- English
  - Native fluency