

DYANA GALES

CONTACT INFORMATION

Los Angeles, CA
323-606-2633
dsgales@syr.edu
LinkedIn

SKILLS

Project Management
Event Coordination
Magazine Article Writing
Graphic Design
Interviewing
Statistical Research
Multimedia Skills
Adobe Creative Cloud Proficiency
Google Sheets / Excel
Communications Management
Youth Mentoring

ACHIVEMENTS

Newhouse School Dean's List Scholarship Recipient

Issued by S.I. Newhouse School
of Public Communications · All
Semesters

ACP Clips & Clicks Contest Nominee

Issued by Newshouse multimedia
news site · Fall 2023

WORK EXPERIENCE

ASSOCIATE INTERN

Los Angeles Metro - Los Angeles, CA
May 2024 to August 2024

- Led two high school intern teams to first-place finishes in the Transportation Careers Academy Program (TCAP), providing mentorship, project guidance, and fostering a collaborative, high-achieving environment.
- Designed and assembled the 2024 TCAP Past Projects booklet, showcasing program highlights and achievements, and collaborated on the design of materials for the program's graduation ceremony.
- Planned, coordinated, and co-hosted the 2024 TCAP Talk Show, managing event logistics and content development.

SEASONAL HOSTESS

Jon and Vinny's Italian - Los Angeles, CA
June 2023 to Present

- Managed reservations and seating arrangements efficiently to optimize restaurant capacity.
- Taking and processing take-out orders.
- Handling phone inquiries and reservations with attention to detail.
- Collaborating with other front-of-house staff to maintain a clean and organized dining environment by assisting in bussing tables as required.

CIRCULATION DESK ASSISTANT

Syracuse University Bird Library - Syracuse, NY
September 2021 to Present

- Utilize Voyager and Illiad software to Circulate SU Libraries' and Interlibrary Loan Materials.
- Manage the line at the first-floor check-out desk - directing patrons to the proper service point and accepting returns.
- Assist in stacks maintenance including shelving, shifting, and shelf reading.

SEASONAL BOOKSELLER

Barnes & Noble College- Los Angeles, CA
June 2022 to August 2022

- Greet customers, answer questions, and assist with the purchase of merchandise or services.
- Shelf, arrange, clean, and organize product or space within the store to maintain an appealing sales floor.
- Assist with processing sales transactions involving cash, credit, or financial aid payments.

EDUCATION

BACHELOR'S DEGREE IN MAGAZINE NEWS AND DIGITAL JOURNALISM

Syracuse University - Syracuse, NY
August 2021 to May 2025