

MICHAEL BONFIGLIO

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EDUCATION

Fordham University, Lincoln Center Campus, New York, NY
Bachelor of Arts in Communication & Media Studies, May 2010

Brooklyn Technical High School, Brooklyn, NY
Media Communications, May 2006

FREELANCE

- Created design and coding for personal websites.
- Developed of E-newsletter template design and code.
- Adapted templates for individual client needs.
- Modified existing websites and Wordpress blogs.

EXPERIENCE

DIGITAL INTERN, FD Kinesis
February 2010 to May 2010, New York, NY

- Updated and reviewed client websites with new and revised material regularly.
- Assisted Project Manager in drafting and launch of new client website.
- Managed company blog and assisted staff with authoring posts.
- Prepared marketing materials for E-newsletters and tracked their effectiveness.

MEDIA INTERN, American Civil Liberties Union
September 2009 to December 2009, New York, NY

- Facilitated with transition to a new website design.
- Oversaw a media contact list for press outreach and organized publication mailings.
- Researched and prepared information about interviewees for public education videos.

FILE CLERK, Watson, Farley and Williams LLP
April 2007 to June 2008, New York, NY

- Implemented new filing system.
- Responsibilities included filing, copying, scanning, and organizing documents and files.
- Indexed legal and corporate documents, boxed files for archives, and sorted checks.

LEADERSHIP

SENIOR WEEK COMMITTEE CHAIR
September 2009 to May 2010

- Led and coordinated a 13 person programming and transition committee.
- Created 30 senior specific programming throughout the year.
- Designed flyers, postcards, and Facebook advertisements to promote events.
- Negotiated between the requests of the senior class and the university administration.

COMMUTER FRESHMAN MENTOR COORDINATOR
February 2009 to May 2010

- Brought the first paid leadership position into existence with the associated funding.
- Planned the logistics, structure and training for the program.
- Prepared, executed and evaluated class-wide programs.
- Assisted individual group of commuters in the transition to Fordham.

COMMUTING STUDENT ASSOCIATION PRESIDENT
May 2008 to May 2009

- Delegated responsibilities and motivated members to follow through with them.
- Acted as a liaison between college administration and students.
- Planned, organized and advertised 21 meetings, 27 events for the academic year.

SKILLS

Design

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
QuarkXpress

Web

Adobe Dreamweaver
Adobe Flash
HTML
CSS
Javascript
PHP

Office

Microsoft Word
Microsoft Excel
PowerPoint
Outlook
Entourage
Pages
Numbers
Keynote
Adobe Acrobat

Multimedia

Adobe Premiere Pro