



Tamara Fuentes

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Work Experience

- **Hearst Magazines - Cosmopolitan: Associate Entertainment Editor (July 2021 – Present)**
 - Work alongside the entertainment team to keep our readers updated on all news involving TV, books, movies, and music.
 - Write and update new content daily for our readers
 - Help create the editorial calendar to find out what TV shows and movies to cover every month
 - Attend special events like set visits, premieres, and conventions on behalf of *Cosmopolitan* for coverage
 - Write a column on the magazine every issue highlighting the top picks *Cosmopolitan* readers should tune in for called *Excuses to Stay In*
 - Work alongside publicists, networks, and other media groups to create and bring new exclusive content to our readers.
- **Hearst Magazines - Seventeen: Associate Entertainment Editor (February 2021 – July 2021)**
Assistant Entertainment Editor (June 2018 – January 2021)
 - Worked alongside the Director and Deputy Editor to coordinate entertainment content for *Seventeen*
 - In charge of entertainment editorial calendar and coverage focusing on TV, movies, music and books
 - Wrote and updated 5-8 stories a day, including search stories, news, and evergreen content
 - Helped coordinate, book celebrities, and write up scripts for *Seventeen's* YouTube and TikTok channel
 - Attended and covered special events and conventions to bring the latest information to *Seventeen* readers including set visits, junkets, and New York Comic Con
 - Interviewed and booked celebrities and people of interest for features on *Seventeen's* website
 - Worked alongside publicists and PR professionals to help create and premiere exclusive content
- **Hearst Digital Media: Newsroom Editorial Fellow (November 2017 – April 2018)**
 - Worked with 15+ sites including *Cosmopolitan*, *Esquire*, *Harper's Bazaar*, and *Good Housekeeping*
 - Pitched and wrote articles about a variety of topics including current events, entertainment, and lifestyle
 - Wrote between 3-4 articles a day, on average, for different brands and audiences
 - Converted articles to scripts for video for social media engagement
 - Helped with fact checking and transcribing for other team members in a timely manner
- **TV Guide Magazine: Editorial Intern (January 2017 – May 2017)**
 - Transcribed interviews in a timely manner for staff writers
 - Reached out to publicists and other professionals outside of TVGM for programming and calendar
 - Attended daily editorial meetings and pitched and created content for sister site, tvinsider.com
 - Compiled information for stories or special projects including fact checking and research
 - Created Snapchat stories for social media followers
 - Worked with other staff members on shared stories and ideas

Education and Memberships Groups

- Member of Television Critics Association and the Latino Entertainment Journalists Association
- The College of New Jersey, Ewing, NJ (July 2013 – May 2017) – GPA: 3.449
 - Bachelor of Arts in Journalism and Professional Writing
 - Bachelor of Arts in Women's, Gender, and Sexuality Studies

Skills

- Software Experience: Wordpress, Microsoft Office, Google Docs, Open Office, Microsoft Publisher, Adobe InDesign, WoodWing, Audacity, ProTools, Logic, Reason, Photoshop, Private CMS
- Experience with Chartbeat and Google Analytics
- Languages — English, Spanish, basic Japanese, basic American Sign Language
- Advanced social media and blogging skills including SEO knowledge