

ELIZABETH COGAN

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Education

Shippensburg University, Shippensburg, PA May 2025
Bachelor of Science in Communications, Journalism and Media
Awards: Raider Academic Success Scholarship, Dean's List (2025)

Professional Experience

Digital Media Content Creator Apr. 2026—present
My Admissions Sherpa, Malvern, PA

- Create and edit instructional college admissions videos from raw footage using Canva and digital tools
- Design and integrate on-screen graphics and concepts to communicate coursework, timelines and goals
- Collaborate on social media strategy and social media content for TikTok, Instagram, and Facebook

Social Media Content Coordinator Apr. 2026—present

LoweRiders Bikes and Boards, Downingtown, PA

- Create branded social media graphics/ promotional content for community events
- Capture photo and video content for digital marketing efforts and posts
- Collaborate with business owners on social media strategy, planning, and engagement

Production Coordinator

Nov. 2025—Feb. 2026

Glass Entertainment Group, Bala Cynwyd, PA

- Coordinated cast and crew logistics including transportation, meals, and accommodations
- Supervised production assistants and coordinated time-sensitive logistics during on-location shoots
- Tracked and managed production expenses and receipts using SAP Concur
- Organized appearance releases, location releases, and materials releases
- Collaborated with producers on creative concepts and episode development in new untitled ABC docuseries

Office/ Set Production Assistant

Oct. 2025—Mar. 2026

Glass Entertainment Group, Bala Cynwyd, PA—Betrayal, Season 3

Netflix Productions, West Chester, PA—Tires, Season 3

- Managed production paperwork and field production expenses
- Supported on-set operations including lock-ups and coordinated craft services for cast and crew

Production Intern

Glass Entertainment Group, Bala Cynwyd, PA

May 2025—Aug. 2025

- Conducted research on archival materials and maintained detailed notes to support project development
- Shadowed production assistants, production manager, and line producer
- Assisted with on-set tasks, such as crafty management, lock-ups, and production material runs

Staff Journalist Contributor

Oct. 2024—May 2025

The Slate, Shippensburg University Newspaper, Shippensburg, PA

- Covered athletic and community events for publication in the university newspaper
 - Photographed and wrote articles on campus life, club events, and D.E.I. initiatives
 - Conducted interviews with athletes, coaches, and campus community members
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Organization Involvement

Shippensburg University Women's Soccer Aug. 2021—May 2024

The Hidden Opponent Oct. 2021—May 2022

- Shippensburg University Student-Athlete Mental Health Organization

OneShip

Sept. 2022—May 2023

- Shippensburg University student- athlete diversity and equity organization

Public Relations Student Society of America (PRSSA)

Dec. 2024—Mar. 2025

Technical & Professional Skills

Project Coordination and Logistics • Video Editing/Design • SAP Concur Expense Tracking • Microsoft Office Suite (Word, Teams, Excel, PowerPoint, SharePoint) • Visual & Digital Content Creation • Cross-Functional Collaboration • Canva • Digital Photography • Multimedia Storytelling • AP Style Journalism • Social Media Strategy • Adobe Photoshop • Adobe Premiere Pro