



INTERESTS

Community driven storytelling.
Supporting artists through effective administration.
Creating equitable nonprofit infrastructure.

SKILLS

Microsoft Suite
Google Suites
Zoom Facilitation
Word Press
Canva
Wrike
Airtable
Slack

EDUCATION

Antioch University, Los Angeles

Creative Writing, MFA

University of Minnesota, Twin Cities

BA Gender Studies

WORK HISTORY

Staff Writer and Junior Editor

Antioch University, June '21-Present

- Write weekly news articles, faculty profiles, and course spotlights focused on the Antioch community to drive enrollment.
- Edit articles by other writers for cohesion, narrative, tone, and grammar.
- Manage multiple stories concurrently while consistently meeting or surpassing deadlines.
- Co-manage editorial calendar with marketing director and lead editor.
- Copy-edit for yearly alumni magazine, which reaches 35,000 readers.
- Utilize Wrike project management software to track task completion.
- Develop content for social media posts to drive views and engagement.
- Project manage articles—emailing subjects, coordinating web development, and communicating with marketing team.
- Maintain brand cohesion by mirroring the overall tone of the publication: warm, friendly, professional.
- Develop and facilitate trainings on writing and editing for new writers.
- Participate in monthly development meetings and trainings with the marketing department.

Virtual Conference Assistant

Mendocino County Writers' Conference, Dec. '20-Dec. '21

- Developed marketing materials for the conference blog and workshop facilitator profiles.
- Coordinated, facilitated, and hosted Zoom meetings while maintaining a welcoming environment for all participants.
- Wrote promotional copy for email newsletter and social media to engage participants and boost enrollment.
- Participated in monthly board meetings, building relationships with board members, staff, and community.
- Helped establish the DEI committee, coordinated monthly meetings to promote equitable access and refine scholarship review process.
- Read and ranked submissions for scholarships in poetry with the goal of supporting writers historically disenfranchised in publishing.
- Assisted with various administrative tasks as needed—including responding to inquiries from participants, data entry of participation and payment, and scheduling meetings.

Publishing Intern

Coffee House Press, Jan. '22-May '22

- Performed fact checking, permissions, and acquisitions tracking for manuscripts.
- Wrote reader reports and acquisition memos for manuscript submissions in fiction and non-fiction.
- Participated in a wide variety of meetings including cover design, all staff, and publicity to develop a big-picture view of the nonprofit publishing process.
- Completed data entry projects for tax season and royalty payments.
- Track email and web analytics, compile, and share with staff.
- Completed a final editorial project in Creative Non-Fiction.