

## work experience

### **Marketing Director — Hugo House (January 2013 - May 2016)**

- Compiling and analyzing metrics, demographics, and audience segmentation
- Consistently creating engaging content for Facebook, Twitter, and Instagram
- Maintaining the design, content, and organization of hugohouse.org, including creating internal systems to assure content is up to date
- Writing a bi-monthly newsletter; since I started, I've raised open rate and implemented new and engaging sections
- Coordinating and implementing policies for mass emails from Hugo House, including writing and sending many one-off marketing campaigns
- Designing, writing, and coordinating organizational advertisements, including media sponsorship packages
- Disseminating press releases and maintaining relationships with key members of the press and community
- Enforcing brand guidelines and organizational messaging
- Enforcing a uniform style in design, copywriting, and website organization
- Planning, alongside the education and events committees, for program improvement, maintenance, and quality
- Designing all print materials, coordinating with the printer, and organizing distribution across Seattle. Print materials include sixteen-page class catalogs, event brochures, annual reports, handbills, youth brochures, and more.

### **Copy Chief — The Daily at the UW (June 2011 - Dec. 2013)**

- Oversaw the copyediting department: hired copy editors, copyedited all final articles, proofread final paper prior to deadline
- Implemented knowledge of grammar and AP style
- Previously worked as reporter and A&E editor, Sept. 2009–June 2011

### **Intern — Wave Books (July 2011–June 2012)**

- Helped to edit manuscripts
- Conducted research for future books
- Assisted with annual literary conference at the Henry Art Gallery
- Disseminated mail to customers and reviewers
- Maintained a running log of reviews and press coverage
- Provided edits and perspective in advance review copy meetings

### **Blogging Intern — Hugo House (June 2011–Dec. 2011)**

- Researched ideas for blog posts
- Blogged about literature, writing, and Hugo House
- Conducted long-term project called “Letters to Young Writers,” where local poets and prose writers wrote letters of advice for the blog

### **Intern — Wales Literary Agency (Oct. 2010–Dec. 2010)**

- Answering query letters
- Assessing and writing evaluations of manuscripts/potential books to be represented

### **Research assistant & social media strategist — David Shields (Jan. 2011–May 2011, Aug. 2012–April 2013)**

- Read and analyzed manuscripts
- Compiled an anthology (*Fakes*, W.W. Norton)
- Managed Shields's social media presence on Facebook and Twitter
- Marketed new book *How Literature Saved My Life*

## miscellaneous

### **education**

Iowa Writers' Workshop  
University of Iowa  
Graduation: May 2018

University of Washington  
BA in Creative Writing  
GPA 3.8  
Graduation: December 2012

UW Editing Certificate Program

### **technological knowledge**

- Adobe Suite: InCopy, InDesign, Photoshop, Illustrator
- Microsoft Office (Excel, Word)
- Basic HTML
- WordPress, Drupal
- CiviCRM

### **other skills**

- Journalistic & creative writing
- Extensive knowledge of AP Style and Chicago Style
- Hand lettering
- Illustration
- Customer service experience

### **personal qualifications**

- heavy attention to detail
- reliable, timely
- fast learner
- ability to work under tight deadlines
- skilled multitasker

### **awards**

- Charlotte Paul Reese prize for fiction
- Finalist for the *Mid-American Review* Fineline competition

## Publications

### **“I Keep My Visions to Myself”**

Prose poem in *Mid-American Review*

### **“Can’t” and “To Make a Long Story Short, I”**

poems in *Poetry Northwest*

### **“Equation on the Likelihood of Aliens”**

poem in *City Arts Magazine*, Oct. 2015

### **“All Good”**

poem in print issue of *Pleiades*, Summer 2015

### **“The Futurologist”**

Radio-play version on NPR’s *Snap Judgment*, Feb. 2015

### **“The Futurologist”**

Short-short fiction, *Tin House Flash Fridays*, Oct. 2014

### **“Antidepressant Horoscopes”**

Humor piece on *McSweeney’s Internet Tendency*, Nov. 2013

### **“Springtime”**

poem in *Pacifica Literary Review*, March 2013

## Design

### **Makeshift Reading Series**

Promotional poster

### **Hugo House**

Promotional collateral such as brochures, catalogs, and posters

### **Loud Idiots reading**

Promotional poster

### **Oleum Labs**

Full-page magazine ads

## Editing Experience

### **Novel**

Line editing of *The Nightingale’s Stone* and *The Shadow Well* by David Mecklenburg

Line editing of *The True Adventures of MudBoyLiar* by M.A. Orth

Editing of *In the Rush of All Everything* by Peter Mountford

### **Journal**

Head copyeditor (pro-bono) for the *James Franco Review*, ed. Corinne Manning — includes fiction, nonfiction, and poetry

### **Poetry**

Inputting for Dorothea Lasky’s *Thunderbird*, quote-checking for Mary Ruefle’s *Madness, Rack, and Honey*

### **Short Story**

“You Have to Continue, You Have to Hurry” by Peter Mountford

### **ebooks**

Contracted proofreader for Page Two Books of Vancouver, Canada

### **Academic Texts**

Proofreader of OCR errors for the UW Disability Resource Center

### **Newspaper**

Copy chief at *The Daily* of the University of Washington for two years

### **Nonprofit**

Copyedit/line-edit all external communications from other staff members at Hugo House

“Your way of writing locates, even creates, your inner life.”

– RICHARD HUGO