

NATALIE RAYMOND



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EDUCATION

California Institute of the Arts (Valencia, CA)

Master of Fine Arts, Creative Writing/Poetry

Awarded May 2016

Eugene Lang College, The New School for Liberal Arts (New York, NY)

Bachelor of Arts in Literary Studies: Writing

Awarded with honors May 2012

The Royal Academy of Dramatic Arts (London, UK)

Certificate in Classical Acting Performance

Awarded August 2008

SELECTED PUBLICATIONS

Diagram of Hearing in My Childhood, *Fuselit*, *Forthcoming in Issue 19*

Featured Artist, *Potluck Magazine*, *November 2014*

Notes For A Future Review of Threads by Jill Magi, *HTMLGiant*, *September 2013*

Toward A Theory of the Virgin's Physical Body, *Whole Beast Rag*, *September 2013*

On Daisies, On Violets -*Eleven and a Half Journal*, *Fall 2012*

Seeds -*Poetry for The Masses*, *July 2011* (nominated for a 2012 Pushcart Prize)

Proserpina -*491 Magazine*, *Summer 2011*

Persephone, Demeter -*Release Magazine*, *Spring 2011*

Five - (video) *A Foolish Consistency*, *Summer 2011*

AWARDS & NOMINATIONS

Pushcart Prize - *nominated for the 2012 award*

Lang College Academic Scholarship - *awarded for 2010-2011 & 2011-2012*

New School University Academic Scholarship - *awarded for 2011-2012*

Loyola University Academic Scholarship - *awarded for 2007-2008*

INTERNSHIP EXPERIENCE

Red Hen Press (Pasadena, CA) *Fall 2014*

Design Intern

Learning fundamental book design elements by doing. Creating book layout for prose & poetry titles. Executive designer of four limited edition 20th Anniversary Broadsides. Reviewing completed cover designs & checking they meet print requirements. Design & layout editing.

Pitkin Review (Plainfield, VT) *Spring 2013*

Design & Publication Editor

Make all design & layout decisions for the magazine. Create cohesive magazine design for interior pages as well as creating engaging cover art. Provide the Editor in Chief with a finalized digital copy of the magazine utilizing the Adobe creative suite. Oversee printing and distribution. In addition; chief graphic submissions editor, selecting images for inclusion in the magazine based on their artistic merit & adherence to submission specifications.

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Gigantic Magazine (New York, NY) *Fall 2013*

Intern

Girl-Friday responsible for an array of tasks including; research, extensive copyediting, event support, grant writing, nonprofit application status, reading slush, & generally supporting the editors.

Hollywood.com (New York, NY) *2010*

Editorial intern

Responsible for pitching story ideas, writing content, editing pre-written content, and managing the website. Extensive internet research required for each new content idea.

Kristen Therese, Makeup Artistry (New York, NY) *2012*

Social Media PR Manager/Intern

Maintain and operate Ms. Therese's twitter and facebook by posting regular content and interacting with fans. Write, edit, and maintain blog posts on a wide array of beauty related topics. Pitch content ideas, potential blog topics, and public relations strategies. Contact media (both online, social, and traditional) for client and product placement.

EMPLOYMENT EXPERIENCE

Dataversity.net, Tony Shaw (Los Angeles, CA) *January 2015-July 2015*

Social Media Manager, Personal Assistant

Creating content for personal twitter feed, as well as brand specific materials for business Google+. Other duties as required, including; financial research, marketing, copyediting, copywriting, online research, vendor contact & research.

Catherine Freudenberg-Traykovski, Artist (New York, NY) *Summer 2013*

Personal Assistant

Manage personal finances, organize meetings, maintain the personal & professional schedule, write grant applications, extensive web based research, website maintenance, as well as art-related projects such as; framing, installation of exhibitions, matting, assisting with printmaking, ordering supplies, & designing publicity materials for exhibitions. Office related tasks: answering phones, scheduling staff, copyediting, drafting correspondence, & just generally maintaining order.

Avalon Salon and Day Spa (New York, NY) *October 2012-Present*

Front Desk Main Receptionist

Responsible for maintaining client relations, answering multi-line phones, booking appointments, client check in and check out, maintaining the retail area and salon floor, as well as product sales, money handling, and staff management.

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Ungaro & Clfuni, Attorneys at Law (New York, NY) *January 2012 - September 2012*

Legal Aide, Front Desk Receptionist, and Social Media Manager

Responsible for preparing, editing and drafting documents for submittal to the New York State, New Jersey State, and State of Pennsylvania court systems, as well as the United States Social Security Administration. Copywriting, editing, and social media maintenance, as well as client support, reception, and data entry in a Microsoft Access database. Managed multi-line phone system, assisted clientele in document completion, provided excellent and attentive customer/client service.

Lush Handmade Cosmetics (New York, NY) *June 2009 - January 2012*

Senior Keyholder, Training Liaison, and Social Media Maven

Responsible for a wide variety of duties including; running the shop's twitter page, managing employees, opening and closing the shop, extensive product knowledge, training of new and established employees, hiring and human resources, placing store orders, and basic clerical tasks (data entry, answering phones etc). Also providing strong customer service and sales.

The Providence Day Spa (Brooklyn, NY) *May 2011-August 2011*

Spa Coordinator, Front Desk Manager

Responsible for a variety of clerical tasks including; booking appointments, answering a multi-line phone system, managing therapists, maintenance of the business, and customer service. Also, website upkeep, online bookings, hiring of staff, and data entry.

TEACHING EXPERIENCE

California Institute of the Arts (Valencia, CA) *2014-2015 Academic Year*

Teaching Assistant.

Create & execute lesson plans on college level academic writing for first year undergraduate students. Grade academic papers, maintain attendance, grade participation, liaise with students & faculty on all issues regarding university level academic writing.

Lush Handmade Cosmetics (New York, NY) *2011-2012*

Training Liaison at the Union Square location.

Create and develop training units on new and year-round products within the shop. Manage bi-monthly training sessions, as well as run on the floor trainings on a daily basis. Draft and send monthly e-mails with a training outline for the staff. Report of staff training progress to management team.

Goddard College MFA Program (Plainfield, VT) *Spring 2013*

Document Based Writing Workshop

Lead a workshop of MFA students on the semantics of document based writing. Create presentation of contemporary literary examples using the document as creative starting point. Lead students in brainstorming ideas for their own work, providing found documents to lead students in an in class writing assignment.

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LITERARY EXPERIENCE

Eleven and a Half Journal (New York, NY) 2011

Executive Editorial board member of the *new* literary magazine of Eugene Lang college. Spearheaded the complete re-imagining of the journal; from layout, to web presence, to content, under the direction of Mark Statman.

Release Magazine (New York, NY) 2010

Editorial board member of the Literary Magazine of Eugene Lang College, under the direction of Jill Magi. Responsible for reading and editing submissions, sequencing, and basic editorial tasks.

The New Orleans Review (New Orleans, LA) 2008

Assistant reader of poetry submissions, under the direction of Mark Yakich. Responsible for reading poetry submissions and passing along the best to the editors.

OTHER EXPERIENCE

The Working Theatre Collective (Portland, OR) 2008

Actor, Designer, and Ideas (Wo)man

Original and founding member of The Working Theatre Collective, based in Portland, Oregon. A hands on theatre company who works under that motto that "while working together we achieve more". Every member must be active in all elements of play production, from set design and construction, to costume design, to acting.

Planned Parenthood of The Columbia Willamette (Portland, OR) 2004-2006

Volunteer, and educator

Ran information booths at various sites around Multnomah county. Led discussions on reproductive health and reproductive rights issues. Acted as a community liaison and worked to educate people on the different types of contraception and preventative care available as part of the Oregon Health Plan. Also worked as a campus liaison at my high school.

John Kerry For President (Portland, OR) 2004

Voter registration volunteer, lead canvasser

Sought to get as many Oregonians as possible registered to vote in the state. Aided with questions regarding the vote by mail system. Canvassed door to door with campaign materials and voter registration forms.

natalieraymond.com *Present*

Designer, Copywriter, and Content Creator

Web design and content management for my personal website, blog, and social media outlets.

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SKILLS

Experienced with web design, basic HTML and CSS coding, data entry, editorial writing/editing and photoshop. Working knowledge of Adobe InDesign and Illustrator. Advanced knowledge of both MAC and Windows operating systems, Microsoft Office (including Excel) and iLife.

Working knowledge of video editing and sound mixing, sewing, and screen printing. Experience working with iMovie, and Garage Band.

Excellent verbal and written communicator. Extensive experience in critical, creative, editorial, and educational writing.

Knowledge of theatrical stage combat (including sword, dagger, and hand to hand fighting), Laban movement, Commedia Dell'arte, introductory fencing, and Alexander Technique.

Advanced in all forms of social media, including; twitter, facebook, blogger, wordpress, foursquare, pinterest, klout, and tumblr.

Basic conversational as well as written French language skills.

A strong background in customer service, sales, and luxury retail. Advanced knowledge of natural skin and body care products, as well as experience making my own skincare products.