

QUALIFICATIONS

Highly effective writer, editor, and designer

Communicate complex ideas clearly and concisely; deftly combine images and text

Experienced and organized project manager

Successfully manage and supervise staff/volunteers in various activities

Team-oriented collaborator

Work cooperatively and compassionately with diverse individuals

Creative problem solver

Maintain focus under pressure of deadlines; easily manage multiple responsibilities

EDUCATION

University of Baltimore

MA in Publications Design · 2016

The University of North Carolina at Greensboro

MFA in Creative Writing · 2012

The University of North Carolina at Chapel Hill

MAT in Secondary English Education · 2004

BA in English, Honors in Creative Writing Minor · 2003

EXPERIENCE

Academic Program Specialist for Advising

Sept. 2013–present

Yale Gordon College of Arts and Sciences · University of Baltimore

Manage advising-related college communications, both in print and online

Update college website using CMS & ensure accuracy of online messaging

Coordinate annual Merit Award event celebrating exceptional students

Completed redesign of Merit Award event materials

Lecturer

Aug. 2012–May 2013

English Department · The University of North Carolina at Greensboro

Taught four courses per semester: two College Writing and two Intro to Literature

Poetry Editor

Aug. 2011–May 2012

The Greensboro Review · The University of North Carolina at Greensboro

Reviewed over 300 submissions for biannual literary magazine

Communicated acceptances, rejections, copyedit queries & permissions with authors

Managed volunteer staff for copyediting & proofreading poems & stories

Copyedited content using CMS style; instructed volunteers in copyediting processes

Graphic Design Intern

Sept.–Dec. 2011

Boson Books · Raleigh, NC

Researched content management systems & wrote user guides for author websites

Designed e-book covers & example website for e-book author

SKILLS & TOOLS

Typography · Motion Graphics · Book Design · User Experience Design · Interaction Design · Writing
Concept development · Editing · Proofreading · Event Planning · Social Media · Fundraising · Illustration
Adobe AfterEffects, Illustrator, InDesign, Photoshop, Premiere · Problem solving · Research and analysis
Axure · Wordpress · OU Campus · Hype · Bootstrap · Teamwork · Realtime Board · Survey Monkey

HONORS

UNCG Graduate Scholar, 2010–2012

Best in Design, NC Scholastic Media Institute, 2007

Robert B. House Memorial Prize in Poetry, UNC-Chapel Hill Chancellor's Award, 2003

Phi Beta Kappa, Spring 2002

NC Teaching Fellows Scholarship Recipient, Spring 1999

OTHER EMPLOYMENT

Graduate Assistant

Aug. 2010–Aug. 2011

Financial Aid Office · The University of North Carolina at Greensboro

English and Literary Magazine Teacher

Aug. 2004–June 2010

East Chapel Hill High School · Chapel Hill–Carrboro City Schools