

EXPERIENCE.

sept 2011 - present
research assistant
Endless Picnic Films – NYC
Conduct investigative research and fact-check several film and documentary projects, including the 2014 Cannes nominated “Jodorowsky’s Dune.”

aug 2009 - sept 2011
managing editor
QueenAnneView – Seattle
Produced and managed daily multimedia coverage of local interests, events, features & breaking news in Queen Anne, Seattle.
As managing editor, I wore many hats at a time—as writer, reporter, editor, photographer, videographer, administrator, web developer & social media maven for hyperlocal community news network Next Door Media.
Collaborated with news partner The Seattle Times on citywide multimedia projects, community-based coverage & more.

aug 2007 - dec 2007
editorial intern
Santa Monica Daily Press – LA
Researched and reported news and features stories, as well as assisted with daily content production.

ABOUT ME.

WHO: A modern Renaissance woman with a can-do attitude and a ceaseless desire to learn and grow. In other words, “There is no try.”
WHAT: I am freelance writer, editor and digital designer with 10+ years of experience producing original and creative multimedia content.
WHERE: Brooklyn based. Seattle born. ☂

EDUCATION.
2005 - 2009
University of Southern California
Los Angeles, CA
B.A. Print & Digital Journalism
Annenberg School for Communication & Journalism
B. A. Creative Writing/English
Dornsife College of Letters, Arts & Sciences
Jan - June 2008
Queen Mary, University of London
London, UK
English Literature
2011 - 2015
Upright Citizens Brigade
New York, NY
Improv & Sketch Writing

may 2009 - present
writer, editor & designer
freelance – here, there and everywhere
Pitch and produce original news stories, features and creative content for a variety of multimedia and print publications.
Past employers include: Los Angeles Times, Seattle magazine, Xconomy.com, American Public Media’s Marketplace & Marketplace Money
Assist writers and authors to edit, design and publish for both the print and digital markets.

oct 2009 - nov 2010
assistant editor
Xconomy.com – Seattle bureau
Reported original, in-depth features, breaking news & briefs covering the business, technology, entrepreneurship and cleantech scenes in Seattle and the Pacific Northwest, for demanding digital news cycle.
Published an average of 5-8 original pieces daily.
aug 2007 - dec 2007
staff writer
Annenberg Radio News – LA
Researched, wrote and scripted radio stories, cut sound bites and built multimedia story packages.

aug - sept 2012
production assistant
The Knot – NYC
Copy-edited, fact checked and designed items for publication and managed production schedule to ensure development was handled in a timely fashion.

nov - dec 2011
media manager
Urban Philms – NY
Managed on-site media data capture, logging, formatting & cataloguing, as well as equipment preparation and troubleshooting on set.

sept 2009 - april 2010
social media director
RC Strategies Group – Seattle
Developed, implemented and managed ongoing social media strategies for a number of small business clients, as well as in-house social media campaigns.

sept 2008 - may 2009
digital media assistant
American Public Media – LA
Converted, edited, fact checked and transcribed Marketplace & Marketplace Money stories for web using AP Style and HTML.
Optimized packaging of story copy, pictures/graphics and audio/video clips for online readership.

sept 2011 - present
script supervisor
Endless Picnic Films – NYC
Assisted with production and post-production tasks on various documentary, commercial and narrative shoots, including Endless Picnic’s original web series, “Good Work, Johnson!”

feb 2012 - june 2013
personal assistant
Deena Levy Theatre Studio – NYC
Assisted prominent NYC acting teacher with various tasks, including designing marketing materials, managing web content and social media presence, bookkeeping, office management, student outreach and liaison, and stage managing showcases.

aug 2006 - dec 2007
features editor
Daily Trojan – LA
Managed freelance submissions for Lifestyle desk and worked with staff writers and editors to assign, edit and publish content for daily cycle.
Penned weekly Lifestyle column, “Dirty Laundry.”

may 2006 - june 2007
design director
Daily Trojan – LA
Managed daily print and digital layouts, oversaw staff of designers and launched full print/web brand redesign in 2006.

sept 2011 - jan 2012
transcriptionist
Sharp Entertainment – NYC
Transcribed and edited tape, interviews and b-roll for reality TV series for use by story producers in editing process.

july 2009 - jan 2010
editorial assistant
Seattle magazine – Seattle
Covered local restaurants, events, arts and culture venues and city secrets, as well as pitched feature stories, conducted research and interviews, fact checked copy, and assisted in planning monthly production schedule.

sept 2007 - june 2008
staff writer
Los Angeles Times – London bureau
Assisted bureau chief with interviews, research, editing and reporting for news and features stories.
Covered local and regional topics for the paper’s world section, covering ongoing investigations into the death of Princess Diana, excavations at Stonehenge, Greenpeace protests at Heathrow airport, and England’s own 101-year-old London Marathon runner.

references available upon request

ATTRIBUTES.

- Leader** Responsible, Takes Initiative, Communicates Well (1 part)
- Innovator** Strategic, Thorough, Detail Oriented (1 part)
- Team Player** Honest, Conscientious, Personable, Enjoys Collaboration (1 part)
- Just Me** Passionate, Determined, Eclectic, Loves a Good Joke (all me)

HOBBIES.

- reading ●●●●●●●●●●
- writing ●●●●●●●●●●
- watching film + tv ●●●●●●●●●●
- drinking coffee ●●●●●●●●●●
- listening to music ●●●●●●●●●●
- baking & cooking ●●●●●●●●●●
- photographing ●●●●●●●●●●
- diy-ing ●●●●●●●●●●
- telling jokes ●●●●●●●●●●

DESIGN+PRODUCTION SKILLS.

- CREATE:** InDesign CC ██████████
- Photoshop CC ██████████
- Illustrator CC ██████████
- Final Draft ██████████
- Microsoft Office Suite ██████████
- Apple iWork ██████████
- PRODUCE:** FinalCut ██████████
- Avid/Pro Tools ██████████
- Premiere Pro CC ██████████
- Dreamweaver CC ██████████
- InCopy CC ██████████
- OPTIMIZE:** HTML & CSS ██████████
- Javascript & JQuery ██████████
- Wordpress ██████████
- Google Analytics ██████████

LANGUAGE SKILLS.

- En
- He
- It
- Es
- Fr