

EXPERIENCE

Tutor, Stevenson Center for Student-Athlete Development, Syracuse University, August 2018–present

- Met weekly with student athletes to provide general academic support and tutoring in a variety of subject areas; provided guidance on fundamental aspects of college essay writing and research
- Identified priorities and tracked student progress on assignments; worked with students to cultivate effective study habits

Freelance Editor, November 2018–December 2018

- Developmentally edited four chapters from the third edition of *The Nonprofit Sector: A Research Handbook* (to be published by Stanford University Press in 2020): identified material to be cut or expanded; provided line edits to enhance sentence-level clarity; suggested structural changes to improve flow of each chapter

Writing Consultant, Syracuse University Writing Center, September 2016–August 2018

- Worked one-on-one with students from different disciplines on writing assignments
- Scrutinized papers and provided guidance on argument, essay structure, and logic; explained and modeled grammatical concepts
- Worked with an international student in a weekly ESL writing enrichment independent study course

Teaching Assistant, Syracuse University Writing Department, September 2017–May 2018

- Taught introductory college writing classes: facilitated class discussion; lectured on argumentative writing techniques, effective research methods and modes of engagement with sources, academic genre conventions
- Evaluated and provided detailed feedback on papers
- Selected readings for course; designed syllabi and assignment sheets

Freelance Manuscript Reader, Berrett-Koehler Publishers; Oakland, CA; June 2014–August 2016

- Critically read draft manuscripts under contract; wrote reader reports assessing strengths and weaknesses of projects; provided editorial suggestions on book structure, presentation of themes and ideas

Editorial Assistant, Stanford University Press; Redwood City, CA; January 2013–August 2016

- Closely read draft chapters; provided authors with line edits and overarching comments regarding tone consistency, argumentative logic, and chapter structure; identified and provided suggestions for addressing stylistic issues
- Provided assistance to editors overseeing Sociology, Economics, and Political Science lists: researched, recommended, and corresponded with peer reviewers; helped oversee Economics list during editor's leave; drafted project memos for acquisitions department meetings; oversaw transmittal of titles into production, evaluating final manuscript submissions for adherence to revision plans and house style guidelines
- Drafted and edited catalog and advertising copy; wrote tips for sales representatives

Marketing Intern, University of California Press; Berkeley, CA; April 2012–December 2012

- Coordinated submission of titles for awards and prizes with authors, marketing managers, and editors; wrote, edited, and solicited letters of nomination; researched and provided recommendations for prospective awards; recommended titles to committees
- Market research: researched and reported on prospective mailing lists through which to market titles

Page, San Francisco Public Library, Library for the Blind and Print Disabled, September 2011–December 2012

- General administrative support for a program designed to circulate audiobooks to visually impaired individuals: catalogued new acquisitions; facilitated patron outreach and circulation increase initiatives

EDUCATION

BA, Liberal Arts (concentration in English and French literature), Sarah Lawrence College, 2007–2011

- GPA: 3.95

MA, English, Syracuse University, 2016–2018

- GPA: 4.0
- Received full tuition waiver and teaching assistantship for two-year Master's program

UC Berkeley Extension, Professional Sequence in Editing: Grammar, Mechanics and Usage for Editors, 2016;

Editorial Workshop I: Introduction to Copyediting, 2019; Editorial Workshop II: Intermediate Copyediting, May 2019–present

SKILLS

- Proficient with Word, Excel, FileMaker, PowerPoint
- Languages: proficient in French
- Extensive experience with writing, editing, and research