

## Work Experience



Original Media

New York

**Reader** 2010 to present

- Read feature-length scripts in a variety of genres and provide detailed coverage, including a summary of the plot and characters and an evaluation of the overall screenplay quality.
- Communicate regularly with Original Media about scripts currently in the pipeline.



Inc. magazine, Mansueto Ventures

New York

**Fact-Checker and Copy Editor** 2009 to present

- Fact-check each story for accuracy, timeliness and proper context, ensuring the quality of articles both in the print magazine and on the magazine's Web site.
- Conduct in-depth reporting and research for articles ranging in topic from the best hotels for business travelers to profiles of up-and-coming tech CEOs.
- Edit articles for grammar, punctuation, spelling, style, consistency and coherence.



MarthaStewart.com, Martha Stewart Living Omnimedia

New York

**Copy Editor** 2007 to 2009

- Performed nearly all day-to-day copy editing. Edited and approved new content, including articles, recipes, photo galleries and blog posts from all Martha Stewart magazines, TV shows and radio shows.
- Managed the work flow of five weekly and five daily newsletters, distributed to more than 3 million subscribers. Edited all copy for each newsletter and acted as liaison for magazine editors, online editors and producers.
- Developed the process for creating, scheduling and deploying newsletters, including establishing and enforcing deadlines and defining individual responsibilities.
- Served as point person for the copy desk, taking the lead on all new initiatives on the Web site. Collaborated daily with UI/QA, production, design and development teams to ensure quality across the site.
- Coordinated the migration of content from all Martha Stewart magazines to the Web site.



Shock magazine, Hachette Filipacchi Media

New York

**Online Editor** 2006 to 2007

- Updated the Web site with up-to-the-minute stories, videos and photos.
- Translated magazine content to the Web, supplementing articles with video clips, updating ongoing stories and creating exclusive online features from stories that were unable to be used in the magazine.
- Acted as point person on the redesign of the Web site. Developed new content ideas, analyzed traffic statistics and user feedback to understand what the site's visitors desired, collaborated with the art department to design the new site and worked with the advertising department to determine ad specifications.

**Editorial Assistant** 2006

- Researched and wrote at least six full pages of content for each issue, including celebrity profiles, pop-culture commentary and articles on sports and current events.
- Edited every article in each issue for grammar, punctuation, spelling, style, consistency and coherence.
- Managed the flow of page proofs. Acted as liaison among the editorial, art, production and legal departments; updated the managing editor on the status of proofs; and assisted in the creation and update of editorial lineups.

## Education

Iowa State University

Ames, Iowa

**Bachelor of Arts**

May 2006

Major: Journalism

Minor: American History and Popular Culture

New York University

New York

**Summer Journalism Program Participant**

Summer 2003

## Special Skills

### Personal

Extremely organized, highly motivated and detail oriented. Hard worker and quick learner who possesses excellent communication skills and excels in fast-paced environments.

### Computer

Proficient in Final Draft, InDesign, Illustrator, Photoshop, Microsoft Office and a variety of social-media and blogging platforms. Knowledge of Final Cut Pro, HTML and CSS.