

EDUCATION

Carleton College Northfield MN

2005 - 2009

Developed strong writing and communication skills; teamwork and collaboration emphasized in all classes
Participated in collegiate radio (KRLX) and publications (The Carl)
Studied the politics of the European Union in the Netherlands, Paris, and Brussels.

RELEVANT EXPERIENCE

Program Assistant Carleton College Political Economy Seminar, Europe

spring 2011

Monitored student morale and safety while ensuring students complied with all program rules and requirements
Responsible for handling student reimbursements including maintaining data on receipts and payments
Assisted professor with administrative tasks to keep the program running smoothly
computer applications used: [Excel](#) [Word](#)

Research Intern Talking Points Memo (talkingpointsmemo.com), New York City

winter 2010-2011

Gathered and analyzed information from live sources, websites, and government collections for reporters
Followed running stories in national and state politics and wrote summaries for editors when new events occurred
Maintained web articles, edited photography, and worked with web developer on future interactive features
[Photoshop](#) [Final Cut Pro](#) [Excel](#) [Word](#)

Web and Media Intern St. Louis *Beacon* Newspaper (stlbeacon.org), St. Louis MO

summer 2010

Assisted editors proofing copy and preparing stories for web publication coding HTML, CSS, and PHP
Collaborated with presentations editor and reporters to design tailored data visualizations for variety of news stories
Worked to create more opportunities for audio and video reporting to separate the Beacon's web site from other local papers.
[Illustrator](#) [Photoshop](#) [Premier](#) [InDesign](#) [Excel](#) [Word](#)

Educational Advisor Taurus Education, Shanghai, China

2009 - 2010

Member of a thirty-person Chinese start-up company now operating in Shanghai, Beijing, and Shenzhen, China
Taught Chinese students the basics of English grammar, taught essay writing classes, and proofread student essays.
Assisted designing and teaching prep course focusing on improving reading comprehension, grammar, and essay-writing skills
[InDesign](#) [Excel](#) [Word](#)

ACTIVITIES

Designer Shanghai Repertory Theater, Shanghai China

2009 - 2011

Designed postcards, invitations, posters, backdrops, and anything else flat for theater companies
Translated producer's and director's visions into visual form for publicity and sets.
[Illustrator](#) [Photoshop](#) [InDesign](#)

Executive Editor The *Carl*, Carleton's biweekly arts and literature publication, Northfield MN

2006 - 2009

Proofread and worked with writers to improve the style, grammar, and structure of submitted articles and stories.
Using QuarkXpress, designed and laid-out magazine. Using Photoshop and Illustrator designed and edited graphics and photos
Maintained and repaired ragtag group of Apple computers ensuring that they survived another week
[Illustrator](#) [Photoshop](#) [InDesign](#) [QuarkXpress](#) [Word](#)

SKILLS AND QUALIFICATIONS

Language Skills

Beginning speaker and writer in Mandarin Chinese
Experience in academic, creative, and news writing
Experienced one-on-one interviewer

Quantitative Skills

Skilled in regression analyses
Experienced with SPSS and Stata statistical packages

Software Mastery

Adobe Photoshop CS4
Adobe InDesign CS4
Adobe Illustrator CS4
Microsoft Office
HTML
CSS
Wordpress

Software Proficiency

Adobe Premier CS4
STATA / SPSS

Still Learning...

PHP / PERL / JavaScript / Ruby
Processing
Geographic Information Systems