

## EDUCATION

**Carleton College** Northfield MN GPA 3.52 GPA in Political Science/IR major 3.70 2005 - 2009

Developed strong writing and communication skills; teamwork and collaboration emphasized in all classes

Participated in collegiate radio (KRLX) and publications (The Carl)

Performed original political science Research on the European Union in the Netherlands, Paris, and Brussels

## RELEVANT EXPERIENCE

**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

**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

## ACTIVITIES

**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 program funds including maintaining data on receipts and payments

Worked with Carleton professor to overcome unexpected problems and keep program running smoothly

computer applications used: Excel Word

**Educational Advisor** Taurus Education, Shanghai, China 2009 - 2010

Introduced Chinese highschool students to American higher education system through classes and seminars

Taught classes on the basics of English grammar, essay writing classes, and American culture classes

Held weekly tutoring sessions with a half-dozen individual students to brainstorm essay topics and practice interview skills

Assisted designing new prep course focusing on improving reading comprehension

InDesign Excel Word

**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