

MAE SASLAW

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Profile

Recent Brooklyn-to-Portland transplant seeks engaging employment and new opportunities for personal and professional growth.

Experience

Freelance Tech Consultant Brooklyn, New York 2011-2012

Maintained computer systems for a variety of private and small business clients

Blog Editor, Simple Brooklyn, New York / Portland, Oregon 2011-2012

Wrote, edited, and managed a marketing blog for a financial startup

- Researched and wrote articles on personal finance and the international financial industry
- Coordinated with writers and illustrators on a weekly publication schedule

Associate Editor, Cabinet Magazine Brooklyn, New York Spring 2008

Researched images, wrote captions, and proofread for a quarterly of art and culture

Associate Editor, Archipelago Books Brooklyn, New York Summer 2007

Coordinated with authors and overseas publishers for a nonprofit literary publisher

Trainer, Apple Inc. New York, New York 2006-2011

Facilitated training and device repair for Mac OS X and iOS

Customer Service Representative, Manning Publications Brooklyn, New York 2008-2009

Provided remote email and phone support for a programming textbook company

Administrative Assistant, Pratt Institute Brooklyn, New York 2005-2006

Retail Salesperson, Music & Arts Center Rockville, Maryland 2003-2005

Education

Pratt Institute, Brooklyn, New York — BFA Writing, 2009

Skills

- Years of training and practice in the craft of **writing, editing, proofreading, and research**
- Proven track record of **detail-oriented project management**, administration, and organization
- Extensive experience in **customer service, public speaking**, conflict resolution, and group dynamics
- Highly developed tech skills, including MS Office, Adobe CS, Final Cut Studio, and Aperture
Certified in Mac OS X support, iOS/iTunes support, Aperture support
- Licensed driver
- **Fast learner**

References

Available upon request