

CHRISTIE K

GEOGRAPHY: Northeast, Northern California and Bay Area, Southern California

INDUSTRY: [Finance/Banking](#), [Journalism](#), [Law](#), [Marketing/Advertising](#), [Start-Ups](#)

EDUCATION

Scripps College, the Claremont Colleges (Claremont, California)

Expected May 2015

- Bachelor of Arts in English with Honors.
- Thesis: *The New Obscenity Standard in United States v. One Book Called Ulysses (1933)*

RELATED EXPERIENCE

Morrison & Foerster LLP, Paralegal Intern (San Francisco, CA)

June 2014-August 2014

- Assist in discovery requests such as perform document review and organization.
- Retrieve cases from legal databases such as Westlaw, NexisLexis, and HeinOnline.
- Conduct factual research such as examine public records and monitor proceedings.
- Bluebook, Shepardize, cite check, and proofread briefs.

Sallie Tiernan Field House, Customer Service Associate (Claremont, California)

August 2011-May 2013

- Responded promptly and concisely to inquiries regarding equipment and programming in person and via phone.
- Executed proper cash control procedures, including sales and till balance.
- Completed administrative paperwork, including building and inventory counts.

Clark Humanities Museum, Museum Assistant (Claremont, California)

January 2012-Present

- Perform general administrative tasks involving use of office machines and computer software.
- Contribute to the planning and execution of special events such as the Scripps Collectors' Circle.
- Monitor security, surveying museum patrons and activating/deactivating alarm systems.

OTHER EXPERIENCE

The Golden Antlers, Copy Editor (Claremont, CA)

October 2013-Present

The GA is a parody news organization reporting on the Claremont Colleges campus news.

- Collaborate with a team of writers and editors to produce breaking news stories under deadline pressure.
- Edit articles for copy, prose, voice, spelling, grammar, and SEO optimization using AP Style.
- Spearhead articles on Scripps College, pitching ideas to writers and following up with comments on GoogleDocs.
- Promote GA by sharing and commenting on other relevant websites to increase visibility and traffic.

Scripps College Office of Communications & Marketing, Intern (Claremont, CA)

August 2013-August 2014

- Pitch and write feature stories and news releases for the Office of Communications & Marketing [website](#).
- Conduct and transcribe interviews with students and alumnae for Scripps College Magazine.
- Support special event coverage and promotion, including preparing and distributing press kits.

PRÊT-À-PORTE., Founder (Los Angeles, CA)

January 2014-Present

"Ready-to-wear for girls who drink their coffee black."

- Write fashion and beauty related articles for the website: [pret-a-porter-blog.tumblr.com](#).
- Field traffic from 1,000+ followers, offering fashion and beauty advice and responding to general inquiries.

SKILLS

- Language: Bilingual in English and Korean, both written and verbal.
- Computer: Fluent in both Mac and PC platforms.
- Software: Expert of all Microsoft Office applications, including Excel and PowerPoint.
- Social Media: Knowledge of multiple social media platforms, including Facebook and Twitter.