

Caroline Kessler

carolinehkessler@gmail.com / 443.465.9705 / carokess.info / @carokess / San Francisco, CA

CURRENTLY

Open for freelance writing, copyediting, social media management, and content strategy

PROFICIENCIES

Basic HTML
Microsoft Office
Adobe Photoshop, inDesign
AP, Chicago Style
Salesforce
ExactTarget
Google Apps
Wordpress
Talking to anyone

PUBLICATIONS

Nonfiction feature stories published in *New Voices*, *Presentense*, *schmooze* and *The Tartan*

Multiple original poems in *The Susquehanna Review*, *Grub Street*, *Organic*, *Collision*, *Anderbo*, *Dossier*, *In Bantam*, and *Print Oriented Bastards*

HONORS

Student Commencement Speaker, Carnegie Mellon
Bucknell Seminar for Younger Poets fellow
Andrew Carnegie Society Scholarship
Rosenthal Margaret Morrison Scholarship
CMU Press Poetry Prize
CMU Adamson Award, 2nd Place – Poetry
Senior Honors Thesis

EDUCATION

Carnegie Mellon University / Dec. 2011 / Pittsburgh, PA
Bachelor of Arts in Creative Writing / Minor in Religious Studies
GPA: 3.8/4.0, Dean's List, High Honors
Pondicherry University in Puducherry, India / Spring 2011

EXPERIENCE

The Sourcing

Candidate Manager / July – Dec. 2012 / San Francisco
Handle resume filtering, phone screening, and sourcing for engineering and administrative positions for startups and medium-sized companies
Coordinate social media (Twitter, Facebook) and manage blog

Net Impact

Communications Intern / Jan. – June 2012 / San Francisco
Manage production of twice-monthly newsletter (audience: 30,000+ and social media (Facebook and Twitter, audience of 16,000)
Daily press scanning and tracking; create and edit blog content; update site

Forum for Dialogue Among Nations

Goldman Fellow / Summer 2011 / Warsaw, Poland
Developed writing style guide, collaborated on three grants
Assisted with logistics and participated in of 4-city study tour
Edited, designed donor reports for the largest educational program

Deeplocal

Marketing Assistant / Summer 2010 / Pittsburgh
Tracked press hits, researched new leads, wrote blog posts

INVOLVEMENT

ReWork Talent Pool (one of the first 25)

Manage and edit blog of posts from talent pool members and allies

IMPAQT Program, Carnegie Mellon

Ambassador / 2008-2011 / Pittsburgh & Doha
Traveled to our campus in Qatar in 10-person delegation
Coordinated selection and interview process for new members
Distributed \$75,000+ in travel, project funds with a committee

The Oakland Review, Carnegie Mellon

Editor-in-chief (Fall 2010), **Poetry Editor** (2009-2010)
Reader on the editorial board (2008-present)

Plant to Plate, University of Pittsburgh

Community Chair / 2009-2010 / Pittsburgh