

# Caroline Kessler

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## PROFICIENCIES

Salesforce  
ExactTarget  
Google Apps  
Wordpress  
Basic HTML  
Microsoft Office  
Adobe Photoshop,  
Illustrator, inDesign  
AP, Chicago Style  
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,  
2<sup>nd</sup> 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 2012 – present / 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

### *Office of the Dean of Student Affairs, Carnegie Mellon*

**Administrative Assistant** / 2010 – 2011 / Pittsburgh  
Front desk reception, data entry, schedule coordination, CMS maintenance  
Copy edit materials, design posters, address sensitive student issues

### *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

## INVOLVEMENT

### *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

*ReWork Talent Pool (one of the first 25)*