

# Caroline Kessler

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## 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 *The Daily Muse*,  
*New Voices*, *PresenTense*,  
*schmooze* and *The Tartan*

Multiple original poems in  
*Superstition Review*, *Sundog Lit*,  
*The Susquehanna Review*,  
*Anderbo*, and others

## HONORS

Student Commencement  
Speaker, Carnegie Mellon  
Bucknell Seminar  
for Younger Poets fellow  
StartingBloc Institute for  
Social Innovation 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

### *JVS (Jewish Vocational Services)*

**Education Support Specialist** / Mar. 2013 – present /  
San Francisco

Instruct 20+ participants in weekly workshops on job search topics  
Manage Kohn Summer Intern program of 29 interns and agencies

### *Independent Consultant*

**Copywriter & Editor** / July 2012 – Present / Remote  
Copywriting, editing (general, copy), social media management, content  
strategy, project management, coaching

### *ReWork*

**Managing Editor** / Oct. 2012 – Jan. 2013 / San Francisco  
Launched blog on social enterprise and innovation, created blog strategy  
Coordinated with 15+ contributors, edited their pieces for style and form  
Creating internal process documentation, managing editorial calendar

### *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  
Edited, designed donor reports for the largest educational program

## INVOLVEMENT

### *Index/Fist, San Francisco*

A creative collective, producing quarterly zines of art, poetry, and prose

### *San Francisco Bike Coalition, San Francisco*

Volunteer, Bike Ambassador, advocacy and outreach at city-wide events

### *IMPAQT Program, Carnegie Mellon, Pittsburgh & Doha*

Traveled to our campus in Qatar in 10-person delegation

Distributed \$75,000+ in travel, project funds with a committee

### *The Oakland Review, Carnegie Mellon, Pittsburgh*

Editor-in-chief (Fall 2010), Poetry Editor (2009-2010)