

Corinne Keer

170 Village Crest Drive • Avila Beach, CA 93424 • (650) 575-4882 •
corinnekeer@gmail.com

EDUCATION

Boston University • Boston, MA

2013-2015 B.A. in English Literature, *Cum Laude*

University of Puget Sound (UPS) • Tacoma, WA

2010-2012

WORK EXPERIENCE

Communications Intern • FAVORITE POEM PROJECT, Boston, MA

May

2014-June 2015

- Managed the FPP social media presence including Facebook, Twitter, and website information
- Planned and assisted at poetry readings for schools and organizations in the Boston area
- Worked with a creative team to develop and edit prose and video content for *The Art of Poetry* MOOC, which launched in September 2014 on edX
- Handled email correspondence, logistics, and teacher inquiries for the Favorite Poem Project's 13th and 14th Annual Summer Institute for Educators

Marketing Intern • FAIR OBSERVER, Palo Alto, CA

February-

September 2013

- Content edited Fair Observer's successful Kickstarter page. Helped script and film the Fair Observer Kickstarter video
- Managed, wrote for, and edited the Fair Observer blog
- Content and copyedited articles, press releases, and emails
- Reached out to partners and supporters of Fair Observer via emails and phone calls

Marketing Research Assistant, PRODUCT REALIZATION GROUP, Menlo Park, CA

August-

December 2012

- Organized leads, accounts, contacts, opportunities, campaigns, and customer service data in Salesforce
- Completed billing, invoicing, purchase orders, and payments in Quickbooks
- Created a 2012 End of Year Survey for the company
- Took meeting minutes at PRG monthly management meetings
- Cold called potential clients and PRG partners
- Prepared for and attended San Jose's BIOMEDevice Conference with PRG

Art Director • CMT THEATER CAMP, Palo Alto, CA

June-August

2010- 2012

- Ran the art room during eight-hour camp days; oversaw 240 kids per day and managed a staff of four art assistants
- Planned engaging and creative art projects appropriate for children between the ages of three and twelve

- Designed and built set pieces, costumes, and props for three 2 hour musical productions over the course of the summer; incorporated the children's art projects into these productions and worked within the constraints of a budget to complete the art projects, set, costumes, and props
- Communicated with group counselors, a music, drama, and dance director, the camp director, and parents, to put on high quality shows

ADDITIONAL EXPERIENCE/ACTIVITIES

Managing Editor, Writer • BU QUAD, Boston, MA

September 2013-May 2015

Cashier •ROCKETFIZZ CANDY SHOP, Palo Alto, CA

January-May

2013

Pilates Teacher • YMCA, Menlo Park, CA

December 2012-

August 2013

Resident Assistant • UPS, Tacoma, WA

August

2011-May 2012