

JENNIFER CHE

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20 Winthrop Street · Milton, MA 02186

EDUCATION

Tufts University

May

2015

Bachelor of Arts in English and Sociology
Medford, MA

GPA: 3.34; Dean's list, 2012, 2014

Royal Holloway University of London

September 2013 – May 2014

Courses in English Literature and Sociology
Surrey, England

EDITORIAL EXPERIENCE

Bustle.com

Jan.

2015

Editorial Intern

New York,

NY

- Pitched relevant/timely content
- Used content management system to produce articles
- Wrote on deadline for Beauty and Books verticals
- Performed photo research

Tufts Public Journal, an undergraduate literary magazine

Sept. 2011 – May 2015

Editor

Medford, MA

- Pitched prompts to shape the content of the journal
- Reviewed and selected submissions for publication

United Asset Strategies, Inc.

May 2014 – July 2014

Marketing Writing Intern

Garden City, NY

- Interviewed salespeople and company president about investment strategies, then wrote and revised short and long marketing pieces highlighting these strategies
- Updated website and revised employees' company bios and policies

OFFICE EXPERIENCE

Tufts University Career Center

Sept. 2014 – May 2015

Office Assistant

Medford,

MA

- Answered telephones, transfer calls, and book appointments with career advisors for students
- Used Excel to track attendance for events

East Williston Public Library

East

Williston, NY

Clerk

Sept. 2008 – Aug. 2011; May – Aug.

2012, 2013

- Directed the 2011-2013 Summer Reading Programs
- Supervised teen volunteers, organized crafts, and selected books for children
- Selected young adult novels for purchase
- Reviewed reading logs and recorded attendance to file weekly reports using Excel
- Checked books in/out, shelved books, answered patron questions, answered telephones, and recommended books for young adults and children