

Anastasia Bolshakov  
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To whomever it concerns,

I was immensely fortunate to attend Rice University which, like most liberal arts schools, teaches its graduates how to think not what to think. After double majoring in Political Science and Asian Studies, with a minor in Sociology, I've gained the ability to analyze, think critically and independently and the capacity for constantly learning. During my time at Rice, I was able to conduct research with Dr. Stephen Klineberg and the Kinder Institute through the Houston area surgery, as well as conduct policy research abroad in Istanbul, Turkey and Shanghai, China.

Throughout my life, yearbook has played a major role. I've been able to serve in an editorial capacity on various yearbook staffs since starting in the 7th grade. I was honored to be part of the founding editorial staff of The Aerie, Glenda Dawson High School's yearbook and the editorial staff of the revamp effort of the Campanile, Rice University's undergraduate yearbook, which is now a nationally-recognized, award-winning book. While many are surprised that yearbooks even exist, being a part of these various staffs, I've gained valuable skills in marketing, staff management, long-term planning, design, AP-Style standards, news, editorial and feature writing, dealing with budgets, social media strategy, editing, and, of course, setting and meeting deadlines. During my time at Rice, I had the ability to attend various College Media Conventions, as well as being able to share my personal knowledge as a speaker and presenter. I've gained experience in Adobe Photoshop, Lightroom, InDesign and Illustrator; and was in charge of the marketing and social media for the yearbook while I was there. I also am a quick study when it comes to computer programs and HTML, and am always willing to learn more.

For the past year, I have been managing the social media accounts for Housing and Dining (including @Sammy's, the Farmers Market and Rice Sweets) and Facilities, Engineering and Planning at Rice University. I have gained experience in creating content management plans and executing them, as well as watching analytics and cultivating responses. Through my work with my supervisor, I have been able to work with various departments and executives and managers at Rice University, including Public Affairs, the Welcome Center, the Rice University Police Department and the Commencement Committee on their marketing and communications plans and implementations. I have also helped transition Housing and Dining, Sustainability and Facilities, Engineering and Planning to new websites, and have been working on keeping those websites up to date.

I have also previously worked at the Rice Annual Fund. At the Annual Fund, I designed marketing materials for various events on campus, including College Battle, National Philanthropy Week and Jar Wars. I was also a photographer for Annual Fund events, including reunion parties, leadership donor events and student donor events. While volunteering for the Rice Annual Fund Student Initiative, I was tasked with planning senior donor receptions around campus. I also raised donations for the Annual Fund through the Telefund, and also through my work as a Senior Gift Representative – overall raising about \$100,000 for the university.

I appreciate you taking the time to review my credentials and experience. Thank you for your time -- I look forward to learning more about this opportunity!

Sincerely,  
Anastasia Bolshakov

**Anastasia A. Bolshakov**

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**EDUCATION**

**Rice University**, Houston, TX (2011-2015)

Bachelor of Arts in Political Science and Asian Studies, Minor in Sociology, 3.54 Cumulative GPA

**Glenda Dawson High School**, Pearland, TX (2007-2011)

Graduated *magna cum laude*, 4.784 Cumulative GPA

**WORK EXPERIENCE**

**Rice University Housing and Dining, Houston, TX**

**June 2014 – Present**

*Communications and Marketing Intern* | Graphic design (Illustrator, InDesign, and Photoshop); Photography; Website Management; Social Media Strategy and Marketing; Managed Twitter, Tumblr, Facebook, Instagram for Multiple Accounts; Creating Printed Materials; Assisted with Various Sustainability Projects and the Rice University Farmers Market; Copy Writing; Copy Editing; Shirt Design

**Facilities Engineering and Planning at Rice University, Houston, TX**

**June 2014 – August 2014**

*Communications and Marketing Intern* | Graphic design (Illustrator, InDesign, and Photoshop); Photography; Website Management; Social Media Strategy and Marketing; Managed Twitter and Facebook

**Rice Annual Fund**, Houston, TX

**October 2011 – December 2014**

*Student Caller* | Alumni Calling; Updating Prospect Contact Information; Solicited Donations; Raised about \$100,000 for Rice University; Senior Gift Representative

*Student Supervisor* | Supervised Other Students; Ran shifts; New Hire Training

*RAFSI (Rice Annual Fund Student Initiative) Student Intern* | Graphic design (Illustrator, InDesign, and Photoshop); Secretarial Office Work; Event Planning; Photography; Database Management; Creation of Publication Materials and Shirts

**Keep Houston Beautiful**, Houston, TX

**Summer 2013**

*Summer Intern* | Graphic design (Illustrator, InDesign, and Photoshop); Secretarial Office Work; Event Planning; Data Management; Grant Writing

**Revenade LLC**, Houston, TX

**Summer 2012**

*Summer Intern* | Data Collection; Research; Management Consulting; Event Planning; Database Management

**LEADERSHIP ROLES**

**Chevron Houston Marathon**, Houston, TX

**Seasonal 2008 – Present**

*Russian Interpreter and Elite Athlete Volunteer*

Translated for Russian Athletes; Race Day Planning; Coordination of responsibilities of Elite Translator Team

**EUROLOG**, La Bisbal d'Emporda, Spain,

**Summer 2012**

*Camp Counselor*

Worked with children at Russian Summer Camp

**Campanile Rice Yearbook**, Houston, TX

**Fall 2011 – Summer 2015**

*Duncan College Editor, Design Editor, Editor-in-Chief for Two Years*

Managed a staff of over 20 people; Photography; Feature Writing and News Writing; Copy Editing; Published multiple 384+ page books; Distribution and Sale Strategy; Social Media Management; Publishing with Balfour Publishing. **Highlights:** 2014 book won 18 awards at Texas Intercollegiate Press Association; 2013 book won second place for best yearbook cover at College Media Association Apple Awards and seven Gold Circle Awards from the Columbia Scholastic Press Association

**Aerie Dawson Yearbook**, Pearland, TX

**2007 – 2011**

*Section Editor ('07-'08), Co-Editor-in-Chief ('08-'09), Asst. Editor ('09-'10), Editor-in-Chief ('10-'11)*

**OTHER ACTIVITIES**

Rice University Centennial Homecoming Committee Member; Duncan College Historian; Investigative Reporter and Columnist for the Rice University Thresher (Newspaper); Speaker at Various College Media Association Conventions; Conducted Political/Sociological Research in Istanbul, Turkey and Shanghai, China; Member of 2015 Endorsement Committee for Houston Elections; Volunteer at St. Arnold's Brewing Company

**MISCELLANEOUS SKILLS**

Knowledge of AP Style; Hootsuite; Microsoft Office; Adobe Suite; Basic HTML coding; Google Analytics and Social Media Analytics; Ability to Speak, Read and Write Russian; Content Management