

Janine Regina Perez

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Education

Adelphi University Honors College, Bachelor of Arts Garden City, New York	9/2010—5/2014
<ul style="list-style-type: none">• Major: English Minor: Communications 3.8 GPA <p><i>To Be Like Ink: Stories</i> “Marked”</p>	

Professional Experience

Nancy Yost Literary Agency: New York, NY Intern	1/2014—5/2014
<ul style="list-style-type: none">• Read through query letters and gave opinions on potential clients• Assist with the production and editing of audio books• Write edit letters to authors to improve manuscripts• Assist in reading through and negotiating contracts• Attend Editors’ Panels and gave opinions in all office meetings	
Adelphi University Office of Admissions: Garden City, NY Senior Ambassador of Communications	5/2013—5/2014
Same Responsibilities as Admissions Ambassador, plus:	
<ul style="list-style-type: none">• Update all Admissions-related social media• Participate in the training and evaluation of new Admissions Ambassadors• Organize communication between all Admissions Ambassadors	
Admissions Ambassador	9/2010—5/2013
<ul style="list-style-type: none">• Answer phones in Admissions Call Center• Give personalized tours to prospective students	
HarperCollins Publishers: New York, NY Editorial Intern for Avon Romance	6/2013—8/2013
<ul style="list-style-type: none">• Gave suggestions for edits to submitted manuscripts• Read through and sorted Avon Impulse submissions• Wrote rejection letters, reader’s reports, Amazon copy, and weekly blog on Avon website• Attended all editorial staff meetings, Avon team meetings, Impulse meetings, and cover conferences	
Adelphi University Office of Public Affairs: Garden City, NY Student Writer	9/2011—8/2013
<ul style="list-style-type: none">• Drafted press releases, University magazine and newsletter articles, and website copy• Edited articles based on feedback from managers• Researched and fact-checked information for public affairs materials• Communicated with faculty and administrators to obtain information and/or approval for articles	
Henry Street Settlement: New York, NY Data Entry Clerk for State Summer Youth Employment Program	6/2012—8/2012
<ul style="list-style-type: none">• Analyzed, proofread, verified, and input worker profiles and information• Computed payroll	

Club and Volunteer

Panhellenic Council: President	5/2013—5/2014
Vice President of Communications	5/2012—5/2013
Delta Delta Delta: Academic Development chair, Standards committee member, Social chair	1/2012—4/2014
Health & Wellness Peer Educator: Volunteer	1/2012—1/2014
The Delphian Newspaper: Writer	1/2011—2/2012

Honors & Awards

Who’s Who Among American Colleges and Universities 2014
Omicron Delta Kappa National Leadership Honor Society, Vice President
Sigma Lambda Scholarship and Leadership Society, Public Relations Chair
Order of Omega Greek Leadership Society; Gamma Sigma Alpha Greek Honor Society; Rho Lambda Greek Honor Societies

Computer Skills

Microsoft Office Suite, Final Cut Pro, Wordpress, Title Net