**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