

JANE B. REYNOLDS

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EXPERIENCE

OYSTER.COM

New York, NY

Blog Editor; Staff Writer; Editorial Assistant

Jun. 2011 – Present

Editorial Intern

Summer 2010

Oyster.com is a hotel review website that covers more than 3,500 hotels in 188 cities, and specializes in comprehensive editorial content.

Update the company website by authoring materials such as slideshows, round-ups, and blog posts, which are syndicated by websites such as USAToday.com, HuffingtonPost.com, and Bizjournals.com

Assign staff writers stories for the blog, blog.oyster.com, and edit all submissions

Increase website traffic by conducting outreach through social media, such as Facebook and Twitter

Conduct primary and secondary research to write hotel reviews for targeted markets; primary research includes on-site hotel research at various locations, including the Dominican Republic, New York City, and New Jersey.

Interviewed, and assisted in the hiring of, editorial interns and assistants.

POLICYMIC.COM

New York, NY

Freelance Culture Writer

Feb. 2013 – Present

PolicyMic.com is a news and culture website dedicated to representing and reaching millennials

Write one to two culture-related articles per week

Article "Chivalry Isn't Dead; It's Just Different," published February 12, 2013, was the most "mic'ed" story of the day

CONDE NAST, ALLURE MAGAZINE

New York, NY

Public Relations Intern

Winter, 2010

Conducted product research to promote seasonal lines and fashions

Authored press releases and tracked all references to *Allure* in the media

Assisted in the planning and organization of public appearances and media events

"THE DARTMOUTH" COLLEGE

NEWSPAPER

Hanover, NH

"Studio Art Beach" Lead Staff Writer

Sept. 2008 – Jun. 2011

Wrote an average of six articles each term for the Arts section of "The Dartmouth"

Researched topics through interviews with featured artists, gallery visits, and art history courses

Served as a liaison between "The Dartmouth" and Studio Art faculty

EDUCATION

DARTMOUTH COLLEGE

Hanover, NH

A.B. in English modified with Minor in Art

Graduated June, 2011

History

GPA: 3.4 / 4.0

Academic Achievement Citation: Early American Literature

College Honors List 2010-2011: Top 15% of class

NORFOLK ACADEMY

Norfolk, VA

High School Diploma

Graduated May, 2007

GPA: 3.8 / 4.0

SAT: 800 Verbal, 730 Math, 700 Writing

LEADERSHIP

NEW YORK JUNIOR LEAGUE

New York, NY

Member in Training

Jan. 2013 – Present

Accepted into Spring 2013 Provisional Training Course

Attend meetings and volunteer training to become full member by the end of Spring 2013

**KAPPA KAPPA GAMMA NATIONAL
SORORITY, EPSILON CHI CHAPTER**

Hanover, NH

Member, Philanthropy Chair, Education

Oct. 2008 – Jun. 2012

Programming Chair

Elected by members to serve as Philanthropy Chair and Education Programming Chair

Organized educational events within a budget for members as well as undergraduate student body

Planned and attended biweekly trips to David's House, a home for families of hospitalized children, to prepare dinner