

JASMINE DON

jasminedon96@gmail.com // www.linkedin.com/in/jasmine-don

EDUCATION

UCLA 2014-2017
English & Creative Writing
B.A.
GPA: 3.70

SKILLS

Manuscript Coverage
Substantive Editing and
Proofreading
Content Scheduling
AP, Chicago, MLA Style
Microsoft, Adobe and
Google Suite
Web Publishing
Fiction and Comedy
Writing

AWARDS & PUBLICATIONS

Westwind Journal
Contributor (2017)
FPS Productions Pilot
Script Competition
Finalist (2017)
May Merrill Miller Award
for Fiction
Finalist (2017)
David Sedaris Humor
Writing Contest
Winner (2016)

SUMMARY

Recent college graduate looking to work in writing, editing and publishing. Background includes fiction, screenwriting, journalism, comedy, theater and film studies. 3 years of managing and writing print and digital publications. 2 years of administrative experience.

EXPERIENCE

Charlotte Gusay Literary Agency, Los Angeles CA
Editorial Assistant (Jun 2017 - Oct 2017)

- Critiqued clients' novel manuscripts, non-fiction proposals and screenplays.
- Rolled phone calls, responded to queries and managed submission paperwork and agency mail.

The Westwood Enabler, UCLA
Editor-in-Chief (Oct 2014 - Jun 2017)

- Managed publication schedules for a team of 30 writers and copy editors.
- Wrote and edited articles for a comedy magazine about politics, college life, and current events.

Enrou, Culver City CA
Content Development Intern (Aug 2016 - Dec 2016)

- Launched online lifestyle magazine for a startup focused on sustainable, ethical e-commerce.
- Oversaw creative direction for all articles, ensuring that content reflected Enrou's brand and voice.
- Coordinated projects between in-house departments, external contributors, and interviewees.

Daily Bruin, UCLA
Radio News Intern (Sep 2015 - Dec 2015)

- Produced radio news segments for university newspaper.
- Recorded and edited student interviews.

FEM Newsmagazine, UCLA
Staff Writer (Oct 2014 - Jun 2015)

- Wrote news and opinion articles about gender, social media trends and entertainment.