

Jing Jeanette Si

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Education

Cornell University | Ithaca, NY | May 2018 | Bachelor of Arts: Information Science

- Overall GPA 3.9
- Dean's List: Fall 2014, Spring 2015, Fall 2015

Experience

August 2015 to Present | Natural SEO Academics Manager

Admissions Hero | Montgomery, NJ

- Manages the internal structure of the Admissions Hero blog to create domain authority and improve search engine rankings.
- Produces engaging textual and visual content to increase site traffic; writes long-form blog posts and shorter listicles
- Edits posts to maximize trending keywords and internal linking, as well as for grammar and conceptual coherence.

April 2015 to Present | Writing Tutor

John S. Knight Writing Institute | Ithaca, NY

- Proofreads writing pieces for undergrad and graduate students at Cornell University at weekly consultation hours.
- Teaches English grammar, mechanics, and style to English Second Language students.
- Collaborates with a team of over 20 tutors in order to create more effective strategies for teaching writing concepts.

Extracurriculars

September 2014 to Present | Staff Writer, News Section

Cornell Daily Sun | Ithaca, NY

- Conducts research into relevant news and developing stories; pitches story ideas to the editorial board.
- Interviews members of the University and greater Ithaca community for story points and background information.
- Has written over 30 articles for the paper and is now undergoing process for promotion to Senior Writer.

September 2014 to Present | Secretary

RICE Magazine | Ithaca, NY

- Keeps written documentation of executive board meetings and general body meetings over Google Drive and Evernote.
- Composes e-mails that are sent to the entire magazine staff and amongst the executive board members.
- Organizes the magazine's social events, places orders for magazine expenditures, and keeps track of magazine spending.

Skills

- Writing: AP-style articles, copyediting, creative writing, scientific writing
- Language: Fluency in Chinese (written), Mandarin (spoken), and English. Familiarity with HTML5, CSS3, JavaScript, jQuery and Python.
- Technical: Microsoft Office, Corel Painter, Final Cut Pro, Adobe Creative Suite

Relevant Coursework

- Introduction to Computing and Web Design
- Communication and Technology
- Networks
- Introduction to Statistics and Research Design

