jacqueline st. onge

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education

Emerson College, Class of 2014; Boston, MA
BACHELOR OF ARTS IN WRITING, LITERATURE & PUBLISHING
- Minor in Science
- Honors Program

Rhode Island School of Design; Providence, RI
Summer Institute for Graphic Design Studies
- Coursework in Identity Design and Web Design

experience

Beth Israel Deaconess Medical Center; Boston, MA
Department of Medicine

EDITORIAL ASSOCIATE . . . . MAY 2014-PRESENT
- Working under the communications manager to complete daily office tasks, including:
  - Attending and scheduling meetings
  - Maintaining, editing, and troubleshooting Department of Medicine web pages
  - Composing announcements and features for web and the Department of Medicine Newsletter
  - Responding to requests for communications expertise, ranging from poster design to project consultation
- Assist in creating the annual report

COMMUNICATIONS INTERN . . . . MAY 2013–MAY 2014
- Worked under the department communications manager to complete daily office tasks
- Assisted in creating the 2012-2013 annual report:
  - Conducted and transcribed interviews with BIDMC professionals and drafted written profiles
  - Compiled and formatted faculty/staff directories and publications list
  - Reviewed and edited all final copy and design
- Designed various print media including a brochure for the department's palliative care program and an international non-profit

Emerson Ask for Evidence; Boston, MA
UK-based consumer awareness campaign

STUDENT COORDINATOR . . . . SEPTEMBER 2013-PRESENT
- Initializing US camaign efforts via the Emerson College student body
- Creating, editing, reviewing, and distributing print media
- Generating, posting, and managing web media, including web content, blog posts, and social media
- Organizing and advertising events and calls for student work submissions

em Magazine; Boston, MA
Student-run culture and fashion magazine

MANAGING EDITOR . . . . SEPTEMBER 2012–MAY 2013
- Oversaw all written content and made final editing decisions
- Coordinated copyediting staff, worked with editors and writers for one-on-one edits
- Corrected final design and layout inconsistencies
- Wrote short articles for the online magazine

tech skills

- Mac OSX and Windows
- Proficient in: InDesign, Illustrator, Photoshop, HTML, CSS, Sass, Microsoft Word & PowerPoint, Sitecore
- Knowledgeable in: Git, Sass, JavaScript, JQuery, Microsoft Excel, WordPress, PivotX