# 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

Working under the communications manager to complete daily office tasks, including:

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

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

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

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

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