

PHILLIP POLEFRONE
523 W. 112th St., Apt 62B, New York, NY 10025
347-939-9556 • prmpolefrone@gmail.com

Education

- Ph.D. Fellow, Columbia University* • English and Comparative Literature 2013–Present
- ❖ 20th-century American literature
- B.A., New York University* • English and American Literature 2008–2012
- ❖ Phi Beta Kappa; graduated *magna cum laude* with departmental honors
- Columbia Publishing Course* • Columbia School of Journalism Summer 2012

Publishing and Editorial Experience

- Digital Production Assistant* • Publishers Weekly 2012–Present
- ❖ Oversaw production of digital products and ad placement
 - ❖ Acted as liaison between sales department and tech team; general support
- Senior Editor* • Mercer Street (student journal) 2011–2012
- ❖ Edited yearly anthology of student essays from across academic departments; selected and edited essays
 - ❖ Fact-checking and standardized citation formatting
- Editor-in-Chief* • West 10th (student journal) 2009–2012
- ❖ Oversaw digitization of journal at west10th.org; commissioned content from board members; managed production of online archive

Teaching Experience

- Undergraduate Writing Tutor* • NYU Expository Writing Program 2009–2012
- ❖ Tutored undergraduate students in academic essay writing, commenting on electronic drafts and meeting with students; mentored new tutors
- Writing Instructor* • NYU Opportunities Programs (BEST) 2010
- ❖ Taught two daily seminars in literary analysis, research, and essay writing to students from underserved neighborhoods in Brooklyn

Book Selling Experience

Bookseller ○ Greenlight Bookstore, Brooklyn

2012-Present

- ❖ Managed offsite sales kiosk at the Brooklyn Academy of Music
- ❖ Manned sales floor and register, providing customer recommendations and assistance; maintained accurate inventory, organized displays and stacks

Other Work Experience

Database Intern ○ Broadridge-AccessData

Summer 2009

- ❖ Maintained and troubleshoot SQL code for automated database updates

.....

Computer and Language Skills

Basic Python; HTML and CSS; GitHub; Jekyll; intermediate Spanish and basic Latin

Interests

20th-century American literature, science and technology in literature, ecocriticism, utopian literature, Marxist theory