

Samantha Zhang

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samanthaz.com

Education

Columbia University Sept. '11-May '15

- English major with a concentration in business management, GPA 3.7

Work Experience

Melcher Media Jun. '14-Aug. '14

Business Development and Marketing Intern

- Wrote articles covering the latest developments in tech and storytelling
- Publicized and brainstormed marketing strategies for the Future of StoryTelling conference, attended by top executives, creative talent, and technologists worldwide
- Assisted in product management and design for the [FoST conference app](#)

Office of Assemblymember Aravella Simotas Sept. '13-May '14

Communications Intern

- Responded to constituent letters regarding a wide variety of issues, from neighborhood complaints to national controversies, maintaining a professional yet accessible tone
- Drafted letters to other legislators to enlist their support for bills and reforms
- Completed large research projects and compiled the findings into legislative reports

DeFiore and Company Jun. '13-Aug. '13

Editorial Intern

- Wrote reader's reports on the strengths and weaknesses of promising manuscripts (genre, literary fiction, YA), keeping in mind audience tastes and market trends
- Processed author agreements and both foreign and domestic contracts
- Gave feedback on query letters and researched the credentials of unknown authors

Sterling Publishing Jun. '12-Aug. '12

Trade Sales Intern

- Wrote sales pitches and designed showcases for meetings attended by booksellers
- Organized large databases and researched comp titles to predict future book sales

Columbia: Institute for Comparative Literature and Society Sept. '11-Dec. '13

Administrative Assistant

- Filed, answered the phone, updated the website, and helped with event coordination

Volunteer Experience

New York Writers Coalition May '13-May '14

- Managed publicity via blogging, social media, and email outreach

New York Legal Assistance Group Feb. '13-Dec '13

- Provided food stamps support and pre-screening in low-income, bilingual communities

Skills

- Fluent in Mandarin Chinese, working proficiency in Spanish
- Photoshop, InDesign, HTML, CSS, WordPress, FileMaker, Word, PowerPoint, Excel