

EXPERIENCE

Freelance

Project Manager, MARKETING & TECHNOLOGY GROUP

September 2007-Present

- Produced cooking demo video, working in conjunction with an editorial committee, a graphic designer and a video editor.
- Assisted in defining project scope and resource requirements, and monitored and reported project progress.
- Created webpage mockups using InDesign & Photoshop.

Editor & Publisher, HARMONICA HAPPENINGS

June 2007-Present

- Design, edit and publish a quarterly publication, created with Adobe CS Suite, for the Society for the Preservation & Advancement of the Harmonica.

Marketing & Technology Group

Associate Production Manager

May 2006-July 2007, Chicago, IL

- Trafficked and proofed print ad materials for three monthly magazines, and online ads and sponsorships for two websites.
- Wrote and edited copy for daily online sponsorships.

First Choice Yellow Pages

Freelance Production Manager / Consultant

September 2005-May 2006, Chicago, IL

- Managed production and creation of ads with sales department, art department and advertisers.
- Developed organizational system to accommodate additional publications and new sales packages.

Condé Nast Publications

Production Coordinator, ARCHITECTURAL DIGEST

July 2004-August 2005, New York, NY

- Developed and implemented a set of streamlined, automated procedures to standardize ad processing, which included InDesign templates and Photoshop actions.
- Worked with the IT department to define production department software needs.

Brant Publications

Production Assistant, THE MAGAZINE ANTIQUES

August 2000-July 2004, New York, NY

- Created initial folio layouts for each issue and worked with sales and editorial to make changes.
- Corrected, and oversaw creation of, in-house advertising by art department.

EDUCATION

New York University

- Certificate in Spanish to English translation

Radcliffe Publishing Course

- Post-graduate course in book and magazine publishing

College of Charleston, SC

- B.A., English Literature

OTHER SKILLS

I am a native Spanish speaker and have been working part-time as a freelance translator since 2001, earning my translation certificate in 2005.

