



EDITORIAL EXPERIENCE

Employee Communications Specialist (*October 2010~Present*)

Communications and Marketing Department, Georgia Institute of Technology, Atlanta, GA

- Write, edit and design Georgia Tech's biweekly faculty/staff newspaper, *The Whistle*
- Update and maintain *The Whistle* website
- Create Georgia Tech's daily campus-wide news email, *The Daily Digest*
- Assist with other communications projects as assigned

Assistant Editor (*April 2008~October 2010*)

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., Atlanta, GA

- Edited and designed books, articles for ASHRAE's research journal, *HVAC&R Research*, and other projects
- Developed marketing copy for products

Editor (*November 2005~September 2009*)

LRP Publications, Palm Beach Gardens, FL

(Publications were acquired by Jossey-Bass, San Francisco, CA, in 2008)

- Wrote, edited and designed the national newsletter *Nontraditional Students Report* (Responsible for the national newsletters *Dean & Provost* and *Enrollment Management Report* until April 2008)
- Managed freelance writers, public relations and conducted market research
- Created and managed advisory boards for newsletters
- Developed training materials and delivered training for editorial department staff

Sales Representative (*November 2004~November 2005*)

Trader Publications, West Palm Beach, FL

- Sold commercial advertising for publications including the *Auto Trader* and *Boat Trader*

Writer/Photographer (*May~November 2004*)

The Highlander newspaper, Highlands, NC

- Reported on and wrote about a variety of topics including health, crime and the town board

EDUCATION

University of Georgia, Bachelor of Arts in Journalism (*Spring 2004*)

University of Florida Study Abroad Program, Cambridge University, England (*Summer 2002*)

University of Florida (*Fall 2000~Summer 2002*)

SOFTWARE SKILLS

- Familiar with both Macs and PCs
- Adobe Photoshop, InDesign, Acrobat Pro, FrameMaker and Dreamweaver
- Microsoft Outlook, PowerPoint, Word, Access and Excel

MEMBERSHIPS

- University of Georgia Alumni Society
- International Association of Business Communicators