

Education

- Harvard University**, Cambridge, MA September 2001-June 2005
- B.A. in Literature with high honors, June 2005
 - GPA 3.67. Language citation in Spanish. Magna cum laude thesis.
 - Columnist and Staff Writer, *The Harvard Crimson*
 - Copyeditor and Staff Writer, *The Harvard Book Review*
- Institute for the International Education of Students**, Madrid, Spain September 2003-December 2003
Studied Art History at the Prado and Reina Sofia, Spanish Film, and Contemporary Women Writers.
- Harvard Summer School in Cuzco**, Cuzco, Peru June 2002-July 2002
Participated in cultural immersion program with coursework in Latin American Literature and the History of the Andes.

Experience

- Nightline – ABC News**, New York, NY February 2007-June 2007
Production Intern
- Assisted with finding sources, scouting locations, setting up shoots, and editing segments.
 - Composed emails announcing that night's line-up to be sent to subscribing viewers and edited dot-com stories.
 - Logged and verbatim tapes for more than 40 stories; compiled research packets; dubbed from Beta and DV to DVD and VHS.
- Schmap, Inc.**, Beijing, China January 2006-November 2006
Managing Editor
- Managed a diverse department of 4 full-time and 8 part-time employees and recruited and trained new talent.
 - Strategized the direction for versions 1.1 and 2.0 of software and revised feature-set recommendations based on user responses.
 - Determined release schedule for guides and collaborated with COO and Maps Department to ensure timely publication.
 - Developed and implemented process for selection of photos and content for a new series of 200 digital destination guides.
 - Created line of thematically bundled guides and produced descriptive content for new section of the website.
 - Corresponded with contributors, edited press releases and website text, and evaluated public response.
 - Monitored and influenced online communities as members discussed the Schmap product.
 - Translated technical descriptions of Schmap software attributes into features that would motivate end-users to download.
- Hangzhou Tourism Commission**, Hangzhou, China October 2005-January 2006
Co-author, China Through the Looking Glass: Hangzhou
- Researched sights, culture, history, and other aspects of the city of Hangzhou through exploration and interviews.
 - Wrote half of a 50,000-word (383-page) book over the course of two months, published in May 2006.
 - Presented the book at a press conference in Hangzhou to a pool of 40 newspaper reporters and TV news crews.
- Unofficial Guides**, Cambridge, MA March 2005-May 2005
Researcher-Writer, Unofficial Guide to Life at Harvard
- Explored Boston bars, restaurants, clubs, shops, and accommodations, adding dozens of new listings to the guide.
 - Refreshed and rewrote copy from previous editions, ensuring accuracy of previous work.
- Let's Go Travel Guides**, Cambridge, MA February 2004-September 2004
Editor, Let's Go: Spain and Portugal 2005
- Reformulated, revised, and updated 848-page travel guide published by St. Martin's Press.
 - Hired, trained, and managed team of two associate editors and seven researcher-writers.
 - Managed a budget of \$30,000 controlling researcher salaries, expenses, and office costs.
- Book Magazine**, New York, NY June 2003-August 2003
Editorial Intern
- Wrote daily news briefs for publication at bookmagazine.com and a profile for the Nov/Dec issue of print magazine.
 - Conducted research and factchecking by phone and Internet for over 25 stories.
- Irene Skolnick Literary Agency**, New York, NY June 2003-August 2003
Intern
- Read more than 150 query letters and evaluated the potential of over 40 manuscripts in detailed reader's reports.
 - Provided preliminary feedback on clients' work and suggested extensive editorial revisions.
 - Composed constructive rejection letters and regular correspondence to clients, co-agents, and publishers.

Strengths

Fluent Spanish, conversational Mandarin, and proficient reading/translating French, Italian, Catalan, and Portuguese.
Extensive travel in 28 countries, including China, Costa Rica, Malaysia, Morocco, Peru, Poland, Slovenia, and Spain.
Expert in Windows and Mac OS office software: Office (Word, Excel, PowerPoint, Outlook, Access), InDesign. Conversant in HTML and software: Dreamweaver, Photoshop.
Basic video editing with FinalCut Pro and iMovie.