

Michele Brown

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66 West Forest Dr.

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Profile

Detail-oriented publishing professional with experience in editing, layout design, and content management

Specialties include website design and copyediting

Current project: website redesign for Rochester Catholic Women's Conference

www.chelebrown.com

Education

M.A. Publishing and Writing
Emerson College, Boston, MA
Graduation: May 2012

B.A. Creative Writing, History;
Minor: Spanish
Lycoming College, Williamsport, PA
Graduation: May 2009

Computer Skills

Photoshop; InDesign; Illustrator; Dreamweaver; Microsoft Office; FTP; HTML; CSS; regular expressions; basic Javascript; Windows & Mac operating systems

Languages

Functional Spanish; translation; basic Greek, Latin, and Hebrew; linguistics

Relevant Experience

Web designer, St. Pius X Parish 2013-2014

- Redesign and building of website

Head Cashier, Barnes & Noble 2013-present

- Promoted after one month as bookseller
- Sales & cash handling

Proofreader, *redivider* September 2010 - 2012

- Responsible for about 40 pages at a time

Editorial intern, Da Capo Press 2011

- Copyedited covers, catalogs
- Reader's reports on submissions
- Sorted slush pile
- Submitted reprint corrections
- Researched contact info, comp titles, and award details

Keyholder, Borders 2010 - 2011

- Promoted after four months as bookseller
- Customer Service & sales

Intern, Seven Kitchens Press 2009

- Typesetting, design, and hand binding

Webmaster, Cherry Ridge Farms 2007-2010

- Creation, maintenance, and debugging of website
<http://mysite.verizon.net/vze11yjio/index.htm>

Chief Editor of *The Tributary* (Lycoming's literary magazine) 2008

- In charge of deadlines and final decisions for content and layout
- Responsible for proofreading

Editor for college yearbook 2005-2006; 2008-2009

- Worked on layout, collection of pictures and information, and sales

Gold Award Project 2004-2005

- One-on-one interviews with local woman whose home was becoming a museum
- Design, production, and presentation of pamphlet containing her life story
- Presentation to children's classes at Genesee Country Museum

References Available Upon Request

Other Experience/Activities

Sales, Landmasters 2013

Online Writing Tutor, Smarthinking 2011-2012

Clerk, Rochester Census Bureau 2010

May Term in Salamanca, Spain 2008

United Campus Ministry leadership team 2006-2009

English Society 2005-2009

Habitat for Humanity 2005-2009

Sales & farming assistant, Cherry Ridge Farms 2003-2009

Class assistant, Genesee Country Museum 2002-2004

Girl Scout troop assistant 1994-2005

Awards & Honors

Girl Scout Gold Award

Creative Writing Talent Scholarship

Trustee Scholarship (valedictorian of high school class and high GPA in college)

Sigma Tau Delta – English Honors Society

Phi Kappa Phi – Honors Society

Phi Sigma Iota – Modern Language Honors Society

Phi Alpha Theta – History Honors Society

Theta Alpha Kappa – Religion Honors Society