

EDUCATION

Master of Arts University of Massachusetts, Amherst History; Public History	2014–2016 Amherst, MA
Bachelor of Arts, <i>cum laude</i> Mount Holyoke College History; Environmental Studies	2010–2014 South Hadley, MA

PROFESSIONAL EXPERIENCE

Acquisitions Editorial Assistant State University of New York Press	August 2016–present Albany, NY	<ul style="list-style-type: none">• Provide editorial and secretarial support for Acquisitions Editors, coordinate the peer review process, and prepare approximately eighty manuscripts for transmittal to production per year.• Additional responsibilities include monitoring social media, grant writing, attending conferences, and drafting catalog and jacket copy.
Communications Assistant University of Massachusetts, Amherst	August 2015–August 2016 Amherst, MA	<ul style="list-style-type: none">• Maintained website and social media and coordinated events for the Department of History.• Prepared monthly e-news updates about the Department’s activities and upcoming events.• Oversaw editorial, production, and mailing of the Department’s annual newsletter.
Shop Partner Stewart’s Shops	August 2009–August 2015 Greenfield, NY	<ul style="list-style-type: none">• Processed approximately 200 transactions per day through POS terminal.• Prepared coffee, food, and ice cream and stocked, ordered, and accounted for inventory.• Additional responsibilities included managing attractive merchandise displays, opening and closing the store, and training and supervising new hires.
Teaching Assistant University of Massachusetts, Amherst	January 2015–May 2015 Amherst, MA	<ul style="list-style-type: none">• Instructed approximately sixty students enrolled in History 131, “Modern Middle East History,” taught by Professor Johan Mathew.• Coordinated and led weekly discussion meetings to supplement lectures, answer questions, and clarify materials.• Evaluated student assignments, including weekly homework submissions, essays, and exams.

Teaching Assistant September 2014–December 2014
University of Massachusetts, Amherst Amherst, MA

- Instructed approximately sixty students enrolled in History 112, “Introduction to World Religions,” taught by Professor Jason Moralee.

Blanchard Café Student Manager August 2011–August 2013
Mount Holyoke College South Hadley, MA

- Supervised and trained approximately 100 student employees, including cashiers, baristas, and kitchen assistants in Blanchard Café dining hall and Uncommon Grounds coffee bar.
- Organized schedules and calculated payroll.

VOLUNTEER, FELLOWSHIP, AND INTERNSHIP EXPERIENCE

Facebook Editor February 2018-present
National Council on Public History www.ncph.org

- Monitor NCPH’s Facebook platform.
- Write posts and share relevant content about public history news, projects, and events.

Curatorial Intern August 2015–May 2016
Institute for Curatorial Practice Amherst, MA

- Curated an online exhibition of textiles in the Five Colleges and Historic Deerfield Museum Consortium’s collections, titled *The Third Space: Textiles in Material and Visual Culture*.
- Consulted with museum staff and faculty experts.

Curatorial Fellow June 2015–July 2015
Institute for Curatorial Practice Amherst, MA

- Provided support to instructors by facilitating small group activities.
- Led a curatorial team in developing an online art exhibition, titled *BODY [IN/AS] LANDSCAPE*.

Data Entry Volunteer July–August 2012
New York State Military Museum Saratoga Springs, NY

- Provided support to museum staff by inventorying collections, database entry, and transcribing handwritten primary source documents.

SKILLS AND QUALIFICATIONS

Computer Skills Microsoft Word, Excel, Publisher, Outlook, and Access; Adobe Premier, Photoshop, and Illustrator

Web and Social Media Adobe Contribute, Constant Contact, Drupal, Facebook, Hootsuite, Instagram, LinkedIn, Twitter, and WordPress

Research Languages English (native), French (advanced)