

## Work History

### Ford's Theatre Society, Washington, D.C.

Communications Manager - November 2022 to present

- Serves as institutional writer, editor and media contact for Ford's Theatre and oversees relations with trade, local, national, BIPOC and focused press, coordinating reviews, interviews and features
- Maintains organization's archive of press clippings, institutional b-roll and photos and manages the Ford's Blog
- Conceptualizes, organizes and supervises photo/video sessions for public relations, marketing and archival purposes
- Drafts, reviews and edits all materials for external audiences (print publications, emails, website, social media copy)
- Serves as publications manager for production and event programs, managing content, deadlines and circulation

### Freelance Journalist, Washington, D.C. / New York, N.Y.

Various Bylines: [American Theatre](#) | [DC Theater Arts](#) | [DC Theatre Scene](#) - September 2019 to present

- Specializes in arts and culture reporting, reviews, features, news, video and social media; work has been published online, on live socials and in print
- Shows reviewed/covered include new works, Capital Fringe, BIPOC-written work, TYA, education and social justice topics in the arts

### Asian American Journalists Association, Washington, D.C.

Programs & Communications Coordinator - October 2021 to November 2022

Promoted to full-time after communications internship (June-September 2021)

- Served as liaison between programs and communications teams on national HQ
- Monitored social media daily to engage and uplift members through #AAJAKudos, reading list, resources and chapter events posts
- Edited and wrote biweekly newsletter, emails, press releases and statements on AAPI diversity in journalism and AAJA's blog, AAJA Defined
- Upholds AAJA's brand/aesthetic by designing/editing graphics, website updates, videos and publication layouts for reports, programs, letterheads
- Administrated 2022 awards program, recognizing 40+ AAPI journalists' work and assisted on convention, scholarships and signature programs

### American Theatre Magazine, New York City, N.Y.

Editorial Intern/Assistant - Intern from May 2018 to August 2018, Editorial Assistant from September 2021 to December 2021

- Editorial tasks included fact checking, copy editing, digital archiving, posting articles on WordPress, preparing photos, and writing news briefs/season announcements from press releases
- Wrote feature articles on professional theaters nationwide for print magazine and digital publication, and coordinated with publicists for interviews
- Assisted with general staff needs, including setup for livestreams and panels

### War on the Rocks/Texas National Security Review, Washington, D.C.

Part-Time Copy Editor - September 2020 to January 2021

- Copy edited articles on a quick turnaround (by 3 hours after receipt) to adhere to AP Style, WOTR/TNSR's in-house style, grammar and spelling
- Started new job remotely and assisted with research projects like developing outreach and source lists, researching for experts

### Day Eight / D.C. Theatre Scene, Washington, D.C.

D.C. Arts Writing Fellow - September 2019 to December 2020

- Wrote features, profiles, Q&As and reviews covering D.C., Maryland and Virginia area theatre, with 24-hour turnaround for reviews
- Coordinated and posted social media spotlights of fellowship participants to promote the program and fellow work
- Participated in fellowship meetings and workshop sessions with leading arts journalists in the D.C. metro area

### National Press Foundation, Washington, D.C.

Editorial Intern - August 2019 to May 2020

- Designed final reports for fellowship programs and annual report in Adobe InDesign
- Wrote articles covering NPF programs (posted on nationalpress.org) and wrote and scheduled biweekly newsletter in Campaign Monitor
- Posted content to nationalpress.org through backend of WordPress, assisted with writing and scheduling social media (Twitter, Instagram)
- Took on research projects to assist NPF programs

### Keegan Theatre, Washington, D.C.

Public Relations Intern - May 2019 to August 2019

- Managed, wrote and scheduled copy for social media accounts, posting daily
- Created videos and photos to promote productions, education programs and special events like staged readings, including backstage Q&A interviews with cast and press trailers

### The Eagle, Washington, D.C.

Managing Editor for Online and Copy / Music Editor - Fall 2017 to May 2021

- Online: Managed editors for social media and weekly newsletter; published social media and articles on website; maintained website, Slack and email system; developed web design for multimedia projects; introduced staff highlights and Twitter threads
- Copy: Served as lead copy editor, edited all pieces, led team of assistant copy editors, established stylesheet and fact checking system, designed 3 full print editions in InDesign
- Music: Pitched and edited 5-10 articles/week on music news, and print edition stories, secured press passes for Life staff writers to attend and review concerts

## Achievements

Student Awards: Outstanding Achievement in Undergraduate Work in the Creative Art | 2021  
Best Multimedia Feature Story Finalist | College Media Association Pinnacle Awards | 2020 | [Design here](#)  
Dean's Intern | American University School of Communication | 2019  
Feature Writing Finalist | Society of Professional Journalists Mark of Excellence Awards | 2018 | [Story here](#)  
Harold and Sylvia Greenberg Scholarship | American University Department of Performing Arts | 2018  
Tina Lane Memorial Scholarship for Student Publication Writing | 2017  
WMBC-TV Scholarship | 2017

## Academic Background

American University, Washington, D.C.

Dual Degrees in B.A. Journalism & B.A. Musical Theatre  
Graduated May 2021 | GPA: 3.68

West Essex High School, North Caldwell, N.J.

Graduated 2017

Training: Day Eight D.C. Arts Writing Fellowship; Hugh N. Boyd Journalism Diversity Workshop at Rutgers University

## Special Skills

ADOBE SUITE: Premiere, Illustrator, InDesign, Audition, Photoshop  
MULTIMEDIA: Video Editing, Web Design, Graphic Design, Publication Layout, Audio Production, Photography  
SOCIAL MEDIA: Copywriting, Instagram, Twitter, Facebook, LinkedIn, Linktree, Hootsuite  
WEB DESIGN: Basic HTML/CSS, Wix, SquareSpace, WordPress Elementor/Divi Builder  
NEWSLETTERS: Salsa Engage, Campaign Monitor, Constant Contact, Mailchimp, WordFly  
WRITING: Arts Criticism, Features, Profiles, Breaking News/Rapid Response, Newsletters  
OTHER: AP Style, Meltwater, Tesseract, Microsoft Office, Google Suite, DSLR/Sony Z-150 camera operation, event management