

JENI BISHOP

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EXPERIENCE

Feather Magazine (Online)

July 2011—present

Executive Editor and Health Director

- Assist Editor-in-Chief with managerial duties such as preparing, writing, and editing all guidebooks; staff expectations; codes of conduct and editorial calendars prior to online magazine launch
- Recruit staff via social media and Ed2010, interview applicants, and reviewing credentials
- Manage beauty, fashion, and health sections, including each section's director and writers
- Help maintain and update all social media platforms such as Facebook, Twitter, Tumblr, Blogger, WordPress, Bloglovin', We Heart It, Pinterest, and Klout

Smart Deco Home (Cornelius, NC)

June 2011—December 2011

Freelance Design Blogger

- Independently managed design blog for online and boutique furniture retailer
- Wrote weekly blog posts featuring inspiring design and a common-sense approach to home décor
- Contributed to social media platforms such as Twitter and Facebook

Her Campus Magazine (Orono, ME)

March 2011—May 2011

Contributing "Green" Writer

- Wrote weekly magazine articles for college women, specific to the University of Maine campus
- Researched topics such as eco-friendly fashion, healthy living, and sustainability

St. Joseph Healthcare (Bangor, ME)

January 2011—May 2011

Graphic Design and Publishing Intern

- Worked in the Office of Development creating print publications to support fundraising efforts
- Prepared planning documents for the organization's largest annual fundraiser

Garnet Hill (Franconia, NH)

June 2008—August 2008

Proofreader

- Edited and proofed drafts for a home and apparel catalog publishing company
- Worked closely with designers and copywriters, while gaining knowledge of publishing processes

SKILLS & PERSONAL VALUES

Relevant Skills

Strong working knowledge of AP Stylebook, Adobe Creative Suite (primarily InDesign, Illustrator, and Photoshop), Microsoft Office Suite, social media, blogging platforms, editing, proofreading, magazine and article writing, and production schedules

Personal Values and Characteristics

Creative, detail-oriented, honest, polite, sociable, results-driven, willing to learn, organized

EDUCATION

University of Maine

2007-2011

B.A. in Journalism (Advertising Concentration)

- Vice President of Lambda Pi Eta Honor Society (Mu Epsilon Chapter); graduated cum laude