

Mariel Tishma

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EDUCATION

Columbia College Chicago 2014 - 2018

Major: Creative Writing, Minor: Biology

GPA 3.96, Dean's List 7 semesters, Honors Program, Summa Cum Laude

PUBLISHING CREDIT

Argot Magazine

An online publication dedicated to diverse voices, creative writing, smart analysis, and art across mediums.

"All Sevens" - Published July 2018

Chief Learning Officer

Multimedia publication focused on the importance, benefits and advancements of a properly trained workforce

Digital articles include:

"How Effective is Mandatory Harassment Training?" - Published April 2018

"Conquering Attention Residue" - Published March 2018

"How Values Factor Into Leadership and Learning" - Published February 2018

Semi;Colon

Blog run by Punctuate., Columbia College Chicago's creative nonfiction magazine

"What We Wish We Knew" - Published November 2017

Syntax and Salt

Journal of Speculative Fiction

"Wax and Wane" - Published October 2017

Honors Research Award First Prize

Recognizes students who conduct outstanding writing and research in an Honors course.

"Textspeak Speaking" - Won June 2017

The Artifice Junior Contributor

Community that discusses, writes, edits, and publishes articles analyzing the arts, film, TV, video games, literature, writing, and other media

"Creative Texting: Writing and Textspeak" - Published February 2017

"Masculinity in Steven Universe: A Matter of GEMder?" - Published November 2016

Fickle Muses

National journal focusing on mythological themes

“On Light and Dark” - Published June 2016

FREELANCE WORK

Paro.io September 2018

As a ghostwriter: wrote and researched blog posts on finance, freelancing, and accounting

Chicago Council on Science and Technology September 2017-December 2017

Wrote and researched a conversational history of the first decade of the council. Performed interviews with relevant individuals, and attended events to gather information.

EXPERIENCE

Executive Editorial Assistant, Hektoen International; Chicago, IL Fall 2018

- Present

- ❖ Correspond with authors regarding status of their articles
- ❖ Upload articles to website using Wordpress

Distribution Director, SOILED; Chicago, IL Spring 2018 - Present

- ❖ Researched, contacted, and communicated with potential stockists
- ❖ Negotiated stocking relationships with stockists
- ❖ Kept logs using Google Sheets of the communication process
- ❖ Conducted cold calls of potential stockists to gauge interest
- ❖ Met once a week in person or over the phone with editor to communicate progress
- ❖ Researched and compiled lists of events for brand to attend
- ❖ Developed list of social media practices for brand to consider

Curbside Splendor; Chicago, IL Spring 2018

Wild Onion Novella Contest Reader

- ❖ Read submitted works and reported opinions in concise format
- ❖ Used Google Sheets to log responses

Editorial Intern, Human Capital Media; Chicago, IL Spring 2018

- ❖ Wrote articles on learning and employee development for Chief Learning Officer website

- ❖ Wrote company and practitioner profiles for Chief Learning Officer and Workforce print edition
- ❖ Coordinated and conducted interviews with experts and high level professionals for research using Dialpad
- ❖ Assembled website newsletter in Hubspot based on editor guidance
- ❖ Attended weekly editorial meetings to coordinate magazine's direction with staff
- ❖ Researched and compiled articles on HR and development for newsletter
- ❖ Posted articles to website using GTEXcel and Wordpress publishing software

Assistant Editor & Blog Coordinator, Punctuate.; Chicago, IL Fall 2017

- ❖ Read submitted works and came to staff consensus regarding publication
- ❖ Worked with co-coordinator to manage and maintain Punctuate. blog
- ❖ Wrote short blog posts
- ❖ Created blog content theme and prompts
- ❖ Ensured writers submitted content on time
- ❖ Edited submitted blogs and offered suggestions to improve each piece
- ❖ Proofread blog posts for clarity and grammar

Editorial Intern, Elephant Rock Books; Ashford, CT Summer 2017

- ❖ Read and analyzed full and partial manuscripts submitted to the Helen Sheehan Book Prize
- ❖ Wrote reader's reports weighing the strengths of each piece read
- ❖ Discussed strengths and weaknesses of works with editor and fellow interns
- ❖ Communicated effectively over long distance via e-mail and conference call
- ❖ Performed research and data entry for book marketing campaigns
- ❖ Created mailing lists of prospective book buyers in Excel
- ❖ Used Mail Merge to create labels for promotional material

Social Media Coordinator, breathe bar; Chicago, Illinois Spring 2017

- ❖ Created content for Twitter, Instagram and Facebook
- ❖ Scheduled posts using Hootsuite
- ❖ Promoted events through social media
- ❖ Edited CC0 images in GIMP to match branding
- ❖ Researched and summarized articles on the science of meditation and meditation tips to educate client base
- ❖ Part of launch team for studio opening

- ❖ Created instructional infographic in GIMP on how to meditate
- ❖ Designed materials for studio opening to inform prospective wellness partners
- ❖ On occasion performed basic B2B and B2C focused research of peers and competitors

Almont Summer School and New Church Assembly; Almont, MI

Dorm Supervisor Summer 2016

- ❖ Supervised dormitory of teen girls for a one week camp session
- ❖ Ensured safety requirements were met
- ❖ Guided teens through fire drill procedure
- ❖ Aided girls in following camp schedule

Evening Activity Coordinator Summer 2014

- ❖ Planned and led all ages nightly activities for 140 campers within a one week session
- ❖ Gathered or created supplies for activities
- ❖ Coordinated assistants to help run activities

Kitchen Assistant 2006-2008

- ❖ Performed kitchen cleanup and dining room setup activities
- ❖ Worked within a team in a fast paced environment
- ❖ Aided cooks in meal preparation

Dog Walker & Pet Sitter, Crazy Pawz Inc.; Chicago, IL 2014-2015

- ❖ Walked and cared for dogs according to specific given instructions
- ❖ Reported on pet's well-being to clients when requested
- ❖ Worked independently inside a specific rigid schedule
- ❖ Remained flexible to meet immediate or emergency needs of clients

SKILLS

Strong organization, communication, and writing skills, Able to read quickly without losing comprehension, Strong GIMP skill, Basic HTML and CSS skill, Proficient in MS Office Suite and Mac Office Suite, Some Social Media and SEO Experience