

Mariel Tishma

Chicago, Illinois
marieltishma.com

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

Hektoen International Journal

Journal of the Medical Humanities

Twelve published articles including:

“Women in the medical profession: the trial of Jacoba Felicie de Almanian” - Published June 2020

“A surgeon and a gentleman: the life of James Barry” - Published April 2020

“More than ‘toil and trouble’: Macbeth and medicine” - Published May 2019

“Clara Maass, yellow fever, and the early days of ethical medical testing” - Published February 2019

“From the goddess of healing to hair of the dog: the role of canines in health myth and fact” - Published December 2018

Poetic Wisdom

Self-run blog offering tarot readings and musings each new moon that published 16 articles from March 2018 to October 2019.

Bloodbond

An anthology produced by Alban Lake Publishing exploring werewolves and vampires as subject matter.

“Wolfmen: A Folktale” - Published January 2019

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

Thirteen published articles including:

“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

IndieReader Winter 2019

As a reader reviewer, read and synthesize novels within 10 day turn around period, wrote and posted original reviews of around 500 words to Amazon and Goodreads.

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

Hektoen International; Chicago, IL

Assistant Editor Fall 2020 - Present

- ❖ Same as Editorial Assistant plus:
- ❖ Discuss merits of pieces with editor-in-chief
- ❖ Coordinate Journal team to ensure prompt publication
- ❖ Correspond with consultant editor
- ❖ Perform first past editing to select pieces

Executive Editorial Assistant Fall 2018 - Fall 2020

- ❖ Wrote original essays and articles for publication
- ❖ Corresponded with authors regarding status of their articles
- ❖ Tracked articles through publication process
- ❖ Uploaded articles to website using Wordpress
- ❖ Proofread pieces prior to publication
- ❖ Discussed merits of pieces with team
- ❖ Researched and developed social media strategy
- ❖ Created and post content to journal's Instagram
- ❖ Expanded Instagram following from approximately 85 followers to 456 followers as of October 2020
- ❖ Maintained Instagram follower engagement
- ❖ Promoted contests, new issues, newsletter, and articles using social media and newsletters
- ❖ Designed and scheduled journal's newsletter content using Mailchimp
- ❖ Assisted with issue design and front end web design
- ❖ Researched and contacted organizations to post contest call for submission

Distribution Director, SOILED; Chicago, IL Spring 2018 - Summer 2020

- ❖ 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
- ❖ Assisted in creating call for submissions for new issue
- ❖ Assisted in developing issue launch event
- ❖ Researched and contacted organizations to post call for submissions
- ❖ Researched and contacted potential sponsors for new issues
- ❖ Researched venues for issue launch event
- ❖ Researched and compiled lists of events for brand to attend

- ❖ Developed list of social media practices for brand to consider
- ❖ Researched and contacted publications to gather reviews of issues
- ❖ Assisted in grant application

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 for grammar, clarity, and house style

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

SKILLS

Strong organization, communication, and writing skills, Editing and Proofreading, 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