

**Jessica Washington**  
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## **Education**

*B.A., UCLA, Class of 2015*

- Cumulative GPA: 3.91
- Major: History, 20th Century American

## **Employment**

*Editorial Assistant, Wirefire, September 2013-Present*

- Pitch, research, and write features pertaining to books, television, film, and music
- Compile daily news briefs, weekly meeting agendas, and monthly traffic reports
- Maintain editorial calendar, including meeting and post schedules

*Bookshelf House Studio Intern, May 2014-August 2014*

- Wrote reports summarizing and analyzing Bookshelf House manuscripts for potential adaptation by Bookshelf House Studio
- Assisted story editors with long-term projects, such as drafting studio pitches for potential adaptations and providing feedback on series in development

*Editorial Intern, Wirefire, January 2013-August 2013*

- Pitched and wrote 8-10 short daily write-ups of pop cultural news
- Pitched, researched, and wrote features pertaining to pop culture, including lists, galleries, commentary, and weekly recaps

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*Editorial Intern, First We Eat, May 2013-August 2013*

- Pitched and wrote blog posts and longer features pertaining to food and pop culture
- Transcribed interviews and assisted with story research

*Editorial Intern, Diners, February 2012-August 2012*

- Researched and wrote features and short news write-ups pertaining to dining news for both Eater New York and Eater's network of national sites
- Transcribed interviews and assisted with story research

## **Extracurricular Activities**

*Managing Editor for Features, The Heart Magazine, December 2012-December 2013*

- Responsible for 5-6 pages of content in weekly campus arts and culture magazine
- Edited 2-4 long-form features and 2 short pieces of cultural commentary a week
- Supervised four associate editors, fielding and giving feedback on pitches

## **Skills**

Wordpress, Microsoft Office, Photoshop, Moveable Type, Drupal