

Maya St. Clair

Editor, writer, and scholar of early modern literature. Experience in academic research, creative nonfiction, and rare books/special collections. Loves communicating complex topics with compelling graphic design and prose. Looking for a creative, fast-paced job in writing, editing, marketing, or collections/museums.

SKILLS

Languages: Latin, Spanish (conversational), Italian (beginner)

Programs: Microsoft and Google suites, Adobe Photoshop and Premiere, Tessitura, YAMM mail merge

Skills: proofreading, personalized email templates, historical research, style guides (especially Chicago), text and visual interfaces, speaking and drama.

EXPERIENCE

► WRITER, EDITOR, AND EVENT COORDINATOR

CollegeVine Education | July 2020 – present

- Craft detailed instructional articles that break down essays for elite schools ([Navigable page](#) of my guides, with visuals)
- Provide quick, thorough edits for writers
- Provide concrete, applicable tips and formats to help students write exemplary essays
- Advocate for vivid, confident, personal storytelling through a blog reaching thousands of viewers
- Script engaging video essays that teach creative writing
- Create new email campaigns to recruit for CollegeVine's virtual livestream: raising response rate from <5% to 42%
- Provide daily assistance, updates, and summaries for supervisors

► EDUCATION INTERN

Chicago Shakespeare Theater | January 2020 – March 2020

- Proofread, compose educational materials on Shakespearean history for school audiences
- Use Tessitura arts database to track service issues and maintain close relationships with teachers and clients
- Coordinate school field trips to *The Comedy of Errors*, totaling 30,000 students
- Work closely with Education team to create cohesive plans for workshops, conferences, and student shows

► COPY AND REVIEW CONSULTANT

CollegeVine Education | November 2018 – January 2019

- Critique clients' essays, provide suggestions for structure and grammar
- Follow AP and in-house style guides
- Pivot to new deadlines with quick turnarounds (1-3 hours)
- Teach clients effective storytelling techniques for personal narratives
- Adapt revisions to amplify different voices
- Research target audiences (schools, committees, etc.) to help applicants fine-tune their work

► **SPECIAL COLLECTIONS ASSISTANT**

WashU Libraries, Dept. of Special Collections | April 2018 – Feb. 2019

- Catalogue hundreds of delicate and valuable materials: manuscripts, artifacts, etc.
- Produce detailed metadata on artists and images for a digitized collection of illustrations
- Edit and file scanned photographs, film clips, and audio recordings of local poetry