Maya St. Clair
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EDUCATION

Columbia University Publishing Course, NY, New York   Summer 2021
- Five-week intensive course on all aspects of book, magazine, and digital media publishing

Washington University in St. Louis, St. Louis, Missouri   Class of 2019
- B.S. in English literature, magna cum laude; B.S. in history
- George Mylonas full merit scholarship in the humanities

Shakespeare's Globe Summer Intensive, London   Summer 2017
- Training in early modern acting and theatrical history from Globe faculty and experts

MEDIA & PUBLISHING EXPERIENCE

Heavy Metal **magazine,** Los Angeles, CA   January 2021 – Present
Executive Assistant and Creative Team (remote)
- Write and edit story treatments and plots, design promotional sheets and decks, write copy and metadata for IPs
- Provide coverage for submitted novels, scripts, and screenplays with fast turnarounds
- Produce podcasts: manage RSS feeds for multiple podcasts, write copy, animate audio graphics in AfterEffects for podcast posts on social media

CollegeVine, Boston, MA   July 2020 – January 2021
Writer, Editor, Events Coordinator (remote)

- Crafted instructional articles that taught the art of writing for college essay applications, totaling tens of thousands of pageviews
- Developed a contact network and communication strategy for more than 100 professionals for CollegeVine's first-ever virtual college fair

Chicago Shakespeare Theatre, Chicago, Illinois   January 2020 – March 2020
Education Intern
- Researched and wrote educational materials on Shakespearean history for school audiences, to be read and taught in classrooms across the Chicago area
- Maintained close relationships with teachers and clients using Tessitura CRM, to coordinate school field trips for 30,000 students
- Created plans and visual aids for workshops, conferences, and student shows

SKILLS

- Technology: Microsoft Office; Adobe Photoshop, InDesign, and AfterEffects; Instagram
- Languages: Latin, conversational Spanish, beginning Italian