

JULIE ECKARDT
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EDUCATION

Washington State University, Pullman, Wash.

Graduate, December 2013
Major: English, Rhetoric and Professional Writing
Other emphases: Communications, Linguistics, Women's Studies

PROFESSIONAL EXPERIENCE

Managing Editor

May 2013 – Present

GenTwenty.com

Summary of responsibilities: edited eight to 12 articles a week for grammar, AP Style, and content; collaborated with editor-in-chief, Nicole Booz, discussing articles, establishing various formatting styles, revamping and enacting a new editing system, and furthering project ideas; scheduled new and older articles to run on Facebook and Twitter through Hootsuite; wrote weekly column-style articles; launched “#dailylittlethings” social media project; did research and began design drafting for ebooks; coordinated and gave writers and assistant editors weekly feedback on their articles

Student Intern

May 2013 – December 2013

Washington State Magazine, Pullman, Wash.

Summary of responsibilities: managed and prepared daily content for social media outlets; scheduled social media with Hootsuite; launched various social media campaigns such as “Summer Reading Week” and the “100-Word Memory” Facebook Contest; wrote articles for the quarterly print issues; assisted marketing and administration with Class Notes and In Memorium sections; fact-checked and researched background information for articles, obituaries, photos, and other inquiries; coordinated with other communications departments within and outside the university on social media projects

Administrative assistant

June 2013 – August 2013

Washington State University News, Pullman, Wash.

Summary of responsibilities: wrote and sent press releases to students' hometown newspapers regarding Honor Roll achievement and scholarship awards, regionally and nationally; organized office spaces; assisted office manager as needed; sorted correspondence within and outside the office

Life Section Editor, Life Staff Writer, Columnist

February 2011 – December 2012, May 2013 – July 2013

The Daily Evergreen, Washington State University, Pullman, Wash.

Summary of responsibilities: managed a staff of writers, organized layout of two to three pages in newspaper and wrote headlines for articles five evenings a week on a deadline; edited all articles and columns; lead and attended weekly meetings; wrote copy as needed for section, including columns, event previews, event covers; lead a workshop on how to write columns for the arts and entertainment (Life) section

University Publishing, Student Intern

May 2012 – June 2012

Washington State University, Pullman, Wash.

Summary of responsibilities: job shadowed every member of University Publishing including web designers, press administrators, layout designers, copyright lawyers, project coordinators, and copy-editors; edited live publishing projects; assisted staff members as needed; learned aspects of publishing at a university press setting

SKILLS AND ABILITIES

Microsoft Office; Adobe Creative Suite; Wordpress blogging; AP Style; social media management; press releases; news writing; magazine writing; creative nonfiction, web design: HTML5 and CSS

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