

PROFESSIONAL EXPERIENCE

Employment

Fitch Ratings *Editor, New York, NY 2013-present*

- Produce reports on the economic status of sovereigns and municipalities
- Reconcile data and textual inconsistencies to conform to SEC regulations
- Inspect templates and programs for functionality such as Rating Navigators
- Compose training materials to clarify protocol and teach team members

The Froebel Group, LLC *Editorial Assistant, New York, NY 2010-present*

- Scrutinized and fact checked drafts of legal textbooks to ensure incorporation of corrections
- Updated company technology systems as well as connectivity issues for freelancers
- Partnered with customers and freelancers regarding publishing/connectivity difficulties

FK Partners LLP *Administrative Assistant, New York, NY 2006-2009*

- Formulated databases to reconcile redundancies on investor information
- Resolved office-wide technological issues on network and office systems
- Examined accounting terminology and techniques to enhance support capabilities

Freelance

Learning Express, LLC *Quality Assurance Tester, New York, NY 2013*

Nurisco *Editor, Telecommuting, 2013*

Merrill Corporation *Proofreader, New York, NY 2013*

Geotext Translations, Inc. *Proofreader, New York, NY 2012-2013*

Volunteer

Watching America *Senior Translator/Editor, New York, NY 2008-2014*

- Translated for non-partisan news website that posts views on the U.S. published from around the world
- Drove participation from volunteers for the French, Arabic and Dutch language groups and monitoring news cycles
- Secured increased Web traffic from increased volunteer content or independently translated pieces

SKILLS

- Microsoft Office (Word, Excel, Powerpoint, Access, Outlook and Visio), HTML/CSS, Java, SQL, InDesign and Tableau
- Intermediate ability in computer networking and troubleshooting due to background in information technology
- French (B2), Spanish (Intermediate)
- University of Chicago and Associated Press editing styles

EDUCATION

Baruch College Continuing and Professional Studies

- **Certificate in Java and Oracle Development**
 - **Database design (i.e. tables, primary and foreign keys)**
 - **Understanding and reading an entity relational diagram (ERD)**
 - **Use of SQL Server Management Studio to connect to the database server**

- Developed SQL code to query a single database tables
- Developed SQL code to execute two or more tables joins
- Developed SQL code to execute inner and outer table joins (i.e. Left, Right and Equal joins)
- Implemented SQL code to summarize and group detail data based on data analysis problems
- Implemented SQL code to execute sub queries
- Created database views to hide sensitive data columns (e.g., social security numbers)
- Developed SQL code to format output data results using functions (e.g., Case statement)
- Analyzed output data to ensure the information achieved requirements goals
- Understanding of client/server computing (i.e. two and three tier architectures)

University of Chicago, Chicago, IL

- Master of Arts in International Relations

GPA: 3.5 (out of 4)

Goucher College, Baltimore, MD

- Bachelor of Arts in English, Minors in Anthropology and French

GPA: 3.5 (out of 4)

ASSOCIATIONS

New York Society of Technical Communications, Metro NYC

International Institute of Business Analysis

References available upon request