

# CAITLIN GARING

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## Education

### **New York University**

Summer Publishing Institute- Certificate in Publishing, Summer 2009

### **University of Missouri School of Journalism**

Bachelor of Journalism in Convergence, May 2009

Minors: Business, English

Honors: Magna Cum Laude, Golden Key

## Relevant Work Experience

Caroline Sheldon Literary Agency Ltd., London, England

January 2009- April 2009

### **Intern/Agent's Assistant**

- Read and evaluated manuscripts for possible representation
- Updated client profile sheets and illustrators' portfolio pages
- Performed general administration tasks such as answering e-mails, phones and organizing files

*The Missouri Review*, Columbia, Missouri

January 2008- August 2008

### **Publishing Intern**

- Read and evaluated manuscripts for acceptance into the magazine
- Helped create its audiobook, including recording, editing and contacting voice talent
- Researched marketing and distribution of audiobooks for senior project
- Created editorial and advertisement content for the website

U.S. Fish & Wildlife Service, Anchorage, Alaska

May 2006- August 2006

### **Public Relations/Education/Outreach Intern**

December 2007- January 2008

- Edited and wrote for its annual goose calendar and internal newsletter
- Created press releases, educational material, and factsheets
- Helped organize events and archive records

Mizzou ADVANCE, Columbia, Missouri

June 2008- August 2008

### **Media Assistant**

- Created content for its biannual newsletter
- Redesigned portions of its website and updated content
- Suggested and developed a monthly electronic newsletter

## Other Work Experience

Investigative Reporters and Editors, Inc., Columbia, Missouri

March 2006- December 2008

### **Research Assistant in the Resource Center**

- Processed orders for investigative stories
- Maintained story and tipsheet archive databases
- Contacted reporters to request copies of their investigations for the archives

**Multimedia Reporter and Editor**, Columbia, Missouri

May 2007- July 2007

- Produced and edited text, interactive graphics, audio and video content for local media outlets
- Worked at: *Columbia Missourian*, KBIA-FM (NPR affiliate), KOMU-TV (NBC affiliate) and *MyMissourian* (online community newspaper)

August 2007- December 2007

## Skills

**Programs:** Adobe Audition, Avid, Dreamweaver, Edit Plus 2, InDesign, Microsoft Office, Microsoft Publisher, Photoshop

**Personal:** Project management, self-initiator, team player