

GABRIELLE S. MARTIN

EDUCATION

EMERSON COLLEGE

Boston, Massachusetts, USA

Bachelor of Arts

in Writing, Literature, and Publishing

- ❖ Graduating class of 2020;
- ❖ 3.83 GPA;
- ❖ Dean's List recipient (GPA of 3.7 or higher);
- ❖ Assisted in founding the local, social sorority Xi Gamma Nu;
- ❖ Studied abroad at Emerson College's European Center in Well, Limburg, the Netherlands (fall 2017 semester).

AMERICAN COLLEGE OF GREECE

Agia Paraskevi, Athens, Greece

General Studies

- ❖ Studied abroad (fall 2019 semester) at the American College of Greece's Deree campus in affiliation with the New England Association of Schools and Colleges.

COURSES AND TRAINING

- ❖ **WR121**, Research Writing
- ❖ **JR101**, Discovering Journalism
- ❖ **JR102**, Foundations of Journalism
- ❖ **CC203**, Intercultural Communications
- ❖ **PB207**, Intro. to Magazine Writing
- ❖ **PB302**, Copyediting
- ❖ **PB380**, Magazine Publishing Overview

SPECIAL SKILLS

- ❖ Canva
- ❖ Copyediting
- ❖ Detail-oriented
- ❖ Excellent oral and written communication skills
- ❖ Interviewing
- ❖ Microsoft Office
- ❖ Research
- ❖ Social media management

PROFESSIONAL EXPERIENCE

FREELANCE WRITER

South Shore Home, Life & Style

May 2020

EDITORIAL INTERN

South Shore Home, Life & Style

May – Sept. 2019

- ❖ Worked under editor-in-chief Maria Allen.
- ❖ Created a comprehensive, interactive calendar of local events for the magazine's website.
- ❖ Pitched stories for the summer and fall issues and completed related responsibilities, such as interviewing, writing, photography or photo shoot coordination, layout, fact-checking, and copyediting.

RECEPTION EXPERIENCE

Elements Massage

May – Sept. 2019

- ❖ Responsible for answering the studio's telephone and email as well as completing confirmation calls daily and sending out newsletters via email weekly.
- ❖ Managed electronic and paper filing systems.
- ❖ Took minutes at company meetings.

SECRETARIAL EXPERIENCE

Pini Swissa Salon

Sept. 2018 – May 2019

- ❖ Handled all correspondence via post, telephone, email, social media, and fax.
- ❖ Scheduled appointments, managed stylists' schedules, and ran daily financial record reports..
- ❖ Made travel arrangements and assisted with other personal projects for Mr. Swissa.

PUBLICATIONS

❖ "Bridging the Gap"

YourMag | May 2020

❖ "New Flavors at Landmark Restaurant"

South Shore Home, Life & Style | Fall 2019

❖ "Revealing Rivershed Records"

South Shore Home, Life & Style | Fall 2019