

RACHEL A.G. GILMAN

CONTACT

+1 (845) 399-2446

RACHEL.GILMAN@COLUMBIA.EDU

WWW.RACHELAGGILMAN.COM

EDUCATION

MST, CREATIVE WRITING

UNIVERSITY OF OXFORD | EXP. FEB 2021

MFA, NONFICTION WRITING

COLUMBIA UNIVERSITY | EXP. MAY 2020

BA, INDIVIDUALIZED STUDY

NYU GALLATIN 2018 | SUMMA CUM LAUDE

SKILLS

- CMS Platforms
- SEO Utilization
- Microsoft Office
- Social Media Platforms
- Event Organization
- Transcribing (86 wpm)
- Fact-checking
- Adobe Suite
- Google Suite
- WordPress
- InDesign
- GarageBand
- Website Design
- Phone Skills

SELECT RECOGNITIONS

- THE LONDON READER, WINTER 2018
- ADELAIDE LITERARY AWARDS (Fall 2018, Short Story Finalist; Best Essay Finalist)
- ALUMNI AWARD, NYU GALLATIN (May 2018)
- SENIOR SYMPOSIUM SPEAKER (April 2018)
- ADELAIDE VOICES LITERARY CONTEST (Spring 2018, Short Story Finalist)
- INTERCOLLEGIATE BROADCASTING SYSTEM AWARDS (2017-2018 Finalist, 2016-2017 Winner)
- PINNACLE MEDIA AWARD (2017, Best Radio Talk Program)
- DEAN'S AWARD FOR SUMMER RESEARCH (June 2017)
- GALLATIN STUDENT RESOURCE FUND (2016)
- GALLATIN REVIEW (Vol. 31, 2016; Honorable Mention, Prose)

REFERENCES AVAILABLE ON REQUEST

EXPERIENCE

LUTYENS & RUBINSTEIN LITERARY AGENCY

OFFICE INTERN | JANUARY 2020

- Updating review sheets for authors, agency website, and social media. Helping bookstore with events. General office tasks (scanning, filing, sorting mail).

GROVE ATLANTIC, INC.

PUBLICITY INTERN | SEPTEMBER 2019 - DECEMBER 2019

- Organize and complete press mailings. Research and contact press outlets for possible coverage. Draft copy for press materials.

RADISH FICTION

FREELANCE EDITOR | AUGUST 2019 - PRESENT

- Edit 30K words per week of erotic/romantic fiction for serialized, subscription-based service.

THE COLUMBIA JOURNAL

EDITOR-IN-CHIEF | JUNE 2019 - PRESENT

- Oversee creative and administrative sides of Vol. 58. Uphold aesthetic standard and professional reputation while developing artistic vision for literary journal.
- DISTRIBUTION COORDINATOR | OCTOBER 2018 - MAY 2019
 - Worked closely with the Operations Manager to maintain and increase distribution of *The Columbia Journal* in bookstores in NYC and around the world.

THE RATIONAL CREATURE

CREATOR/EDITOR-IN-CHIEF | DECEMBER 2016 - PRESENT

- Established a team of creators/editors to review content. Built website and run social media platforms. Design journal and other promotional material. Organize launch and other promotional events.

W. W. NORTON & COMPANY

EDITORIAL INTERN | JANUARY 2019 - APRIL 2019

- Read manuscripts and proposals to write reader's reports. Assisted with permissions for forthcoming books. Handled galley mailings. Drafted catalog and jacket copy.

LIZA DAWSON ASSOCIATES LITERARY AGENCY

INTERN | SEPTEMBER 2018 - DECEMBER 2018

- Reviewed manuscripts and prepare reader's reports. Attended staff meetings to strategize for publicity.

POPDUST

FREELANCE WRITER | MAY 2017 - OCTOBER 2018

- Wrote weekly columns on film and female musicians.

WNYU-FM RADIO

GENERAL MANAGER | DECEMBER 2016 - MAY 2018

- Oversaw a staff of 150+ and all station operations. Coordinated meetings and recruitment events. Produced award-winning talk show, "The Write Stuff" (2015-2018).

NEWS DIRECTOR | JUNE 2016 - DECEMBER 2016

- Led a team of 50 people in producing 12 weekly podcasts. Designed and maintained department social media.

ASSOCIATE NEWS DIRECTOR | JUNE 2015 - JUNE 2016

- Oversaw podcast production team of 25 people. Trained new members in audio journalism techniques. Produced award-winning talk show, "The Rundown" (2015-2017).

WASHINGTON SQUARE NEWS

STAFF COLUMNIST | SEPTEMBER 2014 - MAY 2018

- Wrote weekly column "Hump Day Update" satirizing pop culture for The Highlighter arts blog. Contributed to music vertical.

TV GUIDE MAGAZINE

EDITORIAL INTERN | SEPTEMBER 2017 - DECEMBER 2017

- Researched and write articles for TVInsider.com. Communicated with television network press agents. Assisted in the production of bi-weekly publication.