RACHEL A.G. GILMAN

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EDUCATION

MST, CREATIVE WRITING
UNIVERSITY OF OXFORD | EXP. FEB 2021

MFA, WRITING - NONFICTION
COLUMBIA UNIVERSITY | MAY 2020

BA, INDIVIDUALIZED STUDY
NYU GALLATIN 2018 | SUMMA CUM LAUDE

SKILLS

- CMS Platforms
- SEO Utilization
- Microsoft Office
- Social Media
- Transcription
- Bradbury Phillips
- Publicity Assistant
- Cision
- Copyediting
- Fact-checking
- Event Organization
- Google Suite
- WordPress
- Decision Key
- GarageBand
- Mailchimp
- Phone Skills
- Submittable

SELECT RECOGNITIONS

- 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

GROVE ATLANTIC, INC.
PUBLICITY/MARKETING INTERN | SEPT. 2019 - PRESENT
- Organize and complete press mailings. Research and contact press outlets for possible coverage. Draft copy for press materials. Increase metadata marketing capabilities.

RADISH FICTION
FREELANCE EDITOR | AUGUST 2019 - PRESENT
- Edit 30K words per week of erotic/romantic fiction for serialized, subscription-based service.

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 promotiomal material. Organize launch and other promotional events. Send newsletters to subscribers.

COLUMBIA JOURNAL
EDITOR-IN-CHIEF | JUNE 2019 - MAY 2020
- Oversaw creative and administrative development of Issue 58 as well as all print and online operations. Worked with faculty to set and keep budgets. Planned promotional events.

LUTYENS & RUBINSTEIN LITERARY AGENCY
OFFICE INTERN | JANUARY 2020
- Updated review sheets for authors, agency website, and social media. Helped bookstore with events. Assisted in record keeping for foreign rights contracts.

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.

COLUMBIA UNIVERSITY
CCC INSTRUCTOR | OCTOBER 2018 - DECEMBER 2018
- Designed and taught a non-credit course for Columbia and Barnard students exploring sex-scene writing (6 weeks).

LIZA DAWSON ASSOCIATES LITERARY AGENCY
INTERN | SEPTEMBER 2018 - DECEMBER 2018
- Reviewed manuscripts and prepared 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 wrote articles for TVInsider.com. Communicated with television network press agents. Assisted in the production of bi-weekly publication.