

ZANDRA RUIZ

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EDUCATION: RUTGERS UNIVERSITY – NEW BRUNSWICK, NEW JERSEY

Bachelor of Arts in English, May 2013

- Dean's List from 2011-2013

EXPERIENCE: ASSISTANT EDITOR – BROOKLYN, NY

Litmus Press

January 2013 – Present

- Manage digitization of journals by organizing invoices, writing press releases, and proofreading PDFs
- Judge submissions for annual poetry journal
- Contact contributors for typesetting and submission issues
- Compose email responses to both accepted and rejected submissions
- Write copy for promotional materials
- Copyedit and proofread drafts of forthcoming poetry collections
- Correspond and collaborate with authors, translators, and coworkers to create fundraising materials
- Inventory management through the utilization of QuickBooks
- Organizing mailing projects, collecting and distributing mail

SERVER—HOBOKEN, NJ

Turning Point of Hoboken

June 2012 – Present

- Multi-task in a high-pressure environment while providing accurate and excellent customer service to an average of 72 customers per day
- Evaluate and relate high volumes of information, including totaling and dividing checks, memorizing orders, and handling an average of 24 cash transactions per day
- Provide team support by identifying areas of weakness within the workflow and filling necessary roles to ensure an efficient and comfortable experience for guests and staff

ADMINISTRATIVE ASSISTANT – NEW BRUNSWICK, NJ

Rutgers Graduate School of English

September 2009 – May 2010

- Organized files of Fall 2010 applicants
- Assisted graduate students and faculty in locating files, acquiring necessary paperwork, and troubleshooting issues with computers, printers, and paperwork
- Collected and distributed incoming and outgoing mail
- Coordinated set-ups for room reservations and events

EXTRACURRICULAR: EDITOR-IN-CHIEF – NEW BRUNSWICK, NJ

Objet d'Art

September 2012 – May 2013

- Led a team of 12 editors through the creation, financing, advertising, and printing of two bi-annual issues
- Presented appeals to Student Allocations to increase funding for printing and events
- Created, planned, and moderated the "Publishing for Creative Writers Symposium," which featured a panel of faculty authors such as Mark Doty
- Trained incoming members in leadership roles
- Collaborated with related student organizations to promote events and magazine releases

Treasurer

September 2009 – May 2012

- Provided support to editor-in-chief by hosting meetings, events, and completing tasks when the Editor-in-Chief was unable
- Prepared budgets and presented funding propositions to Student Allocations
- Ordered check requests through Rutgers University to pay group expenses, event expenses, and programs
- Carefully tracked and organized all invoices
- Ordered magazines from printer and maintained relationships with vendors
- Collaborated with printing company to achieve the quick delivery and distribution of magazines throughout campus
- Planned and executed various events, including open mic nights, photography exhibitions, and live music concerts, and coordinated room reservations, catering, and travel arrangements for special guests

TECHNICAL SKILLS: PC/MAC, Microsoft Office, Adobe Creative Suite, submissions platforms such as Submittable, Email marketing platforms such as Constant Contact, social media platforms including Facebook, Tumblr, and Twitter