

# Sarah M. Smart

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## Experience

### **Writer/Editor, self-employed**

February 2011 – present

- Researches and writes articles for TweakFit, Broke-Ass Stuart, Vegansaurus, and more
- Completes freelance editing projects for oDesk, Wordy, and other organizations

### **Associate Editor at NextAdvisor**

April – August 2011

- Reviewed Internet-based consumer services and software
- Wrote and edited website content and blog posts

### **Content Writer/Editor at Academy of Art University**

June 2009 – April 2011

- Wrote and edited online course material under deadline
- Managed course projects with instructors and multimedia teams

### **Editorial Assistant at Horoscope.com, Inc.**

January 2008 – June 2009

- Managed freelancers and edited website content
- Wrote weekly marketing and promotional emails

### **Music Editor at Vox Magazine**

August – December 2007

- Proposed, assigned, and edited stories for weekly city magazine
- Compiled calendar and wrote display copy

## Education

### **University of Missouri: December 2007, Cum Laude**

- Bachelor of Journalism, Minor in Music

## Skills

- **Styles:** AP, Chicago, MLA, APA
- **Languages:** English, Spanish (conversational), HTML, CSS (beginner)
- **Systems:** Mac, PC, custom CMS
- **Software:** Office, Photoshop, Acrobat, InDesign, Dreamweaver
- **Platforms:** WordPress, Blogger, Tumblr
- **Expertise:** academia, fine arts, journalism, music, software, social media, animal rights, city nightlife, recipes, frugal living, product/service reviews, environment, humor
- **Personality:** punctual, detail-oriented, creative, responsible, ambitious, efficient