

NATALIA M. SYLVESTER

Freelance Writer & Editor
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EDUCATION

- **UNIVERSITY OF MIAMI**, Coral Gables, FL

GRADUATED MAY 2006, MAGNA CUM LAUDE

Majored in English with concentration in Creative Writing, minored in Journalism.

EMPLOYMENT EXPERIENCE

- **FREELANCE WRITER & EDITOR**, 03/05-Present

Writer and editor published regionally and nationally. Copywriting experience in website content, travel book content, special event program copy, newsletter copy, corporate biographies, press releases, blog content and direct marketing copywriting. Clients include:

- Paws 4 You Rescue, Inc.
- Miami Dade College
- Mobil Travel Guide
- Jackson Memorial Foundation
- The Whole Person Center
- Lucky Paws Pets
- Pamela Bond Skin Fitness

Feature articles have appeared in:

- *Latina* magazine
- *Career World*, a publication of the Reader's Digest Association
- *Writer's Digest*
- *Miami: the University of Miami* magazine
- *Coral Living Magazine*
- *International Yachtsman*
- *Key Biscayne magazine*, among others.

- **KEY BISCAYNE MAGAZINE**, Key Biscayne, FL

COPYEDITOR, 12/07-11/08

Read all copy to check and correct errors in spelling, grammar, consistency and style.

- **INTERNATIONAL YACHTSMAN MAGAZINE**, Miami, FL

COPYEDITOR, 08/07-07/08

Checked all copy for grammar and spelling errors and consistency in style and design using InDesign and InCopy software.

- **CORAL LIVING MAGAZINE** , Miami, FL

GENERAL ASSIGNMENT, 10/05-12/08

AROUND TOWN EDITOR, 03/07-01/08

Feature writer covering food and leisure. As editor of the Around Town section, edited the event guide section of the publication and wrote profiles of prominent locals in the area.

- **WAVE MAGAZINE**, Miami, FL

COPYEDITOR, 07/06-07/08

Read the entire content of the magazine and checked for grammar and spelling errors as well as consistency in style and design.

ASSISTANT EDITOR, 05/06 – 07/08

Responsible for writing pieces and compiling images for Front-of-Book sections in each issue. Researched the latest water-related news and products for the sections and contacted PR firms and advertising companies for images.

- **ANDPERSAND MAGAZINE**, Miami Beach, FL

MANAGING EDITOR, 01/06 – 11/06

Planned editorial content, wrote and edited articles, obtained images of featured products from PR and advertising firms, communicated with other writers and edited copy before going to press. Also assisted in photo shoot production and distribution.

- **THE MIAMI HURRICANE**, Coral Gables, FL

NEWS EDITOR, 08/05-01/06

News editor of the University of Miami's newspaper, the 2005 second place recipient of the Associated Collegiate Press Newspaper of the Year. Planned

each issue, assigned and edited stories and worked closely with writers. Met deadlines twice a week.

▪ **CROWTHER & COMPANY COMMUNICATIONS**, Coral Gables, FL

PUBLIC RELATIONS ASSOCIATE, 03/04 – 08/04

Wrote, edited, and distributed press releases; formed relationships with various media and created public awareness of clients' names, achievements, and latest news.

▪ **BLACKDOG ADVERTISING & DESIGN**, Miami, FL

INTERN, 01/03 – 06/03

Assisted in graphic design, copyediting, copy writing, and production of business cards, brochures, newspaper and magazine advertisements and flyers.

SIGNIFICANT EXPERIENCES

▪ **NARRATIVE MAGAZINE**

ASSISTANT EDITOR, 11/09 - Present

Volunteer submission reader for the non-profit online literary journal, which has published work by T.C. Boyle, Joyce Carol Oates and Robert Olen Butler.

▪ **THE WRITER'S INSTITUTE**

05/08 & 05/09

Attended workshops on writing and publishing and met with literary agents and editors at the four-day writing conference held by the Florida Center for the Literary Arts.

FLUENT LANGUAGES

ENGLISH AND SPANISH

SOFTWARE KNOWLEDGE

**MICROSOFT OFFICE SUITE
ADOBE PHOTOSHOP, INDESIGN AND INCOPY**

OPERATING SYSTEMS

**MICROSOFT WINDOWS
MAC OS 9 THROUGH OS X LEOPARD**