



Julia Kayser

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EDUCATION

Stanford University, Palo Alto, CA—*2007- 2011*

- B.A. in International Relations
- Minor in Creative Writing
- 3.703 GPA
- Studied abroad in Paris, France with classes in economics, language, art, and poetry
- Spent a term in Monterey, CA studying biology at the Hopkins Marine Station
- Volunteered as a singer and music director with Side by Side
- Recognized by the Creative Writing department for outstanding creative nonfiction

EXPERIENCE

Freelance Writer, United Methodist Committee On Relief (UMCOR)—*present*

Collaborated with program managers, wrote content for a new website.

Editorial Intern, United Methodist Women—*present*

Compiled reports, managed data, wrote and edited a resource guide on immigration.

Reader and Intern, One Story, Brooklyn, NY—*present*

Evaluated manuscripts, worked with editors, served customers, raised funds, helped in the office.

Author's Assistant, Manhattan, NY—*present*

Researched, wrote, and edited parts of the forthcoming *Food Truck Handbook* by David Weber.

Private Tutor, ThinkMath in Stanford, CA and Ace Online Tutoring in Parsippany, NJ—*2009-present*

Painter, Commissioned online—*present*

Business Development Manager, Cabin Air Technologies, Portland, OR—*summers of 2009 and 2011*

Wrote content and created new website and a four-minute promotional video.

Camp Staff and Counselor, United Methodist Camps, rural Oregon, *summers of 2009 and 2010*

Counseled 4th-12th graders, designed and led programs, taught activities, managed work teams.

Office Assistant, Oregon Health & Sciences University, Portland, OR—*summer of 2008*

Organized medical records for the Intercultural Psychiatric Program.

Employee, My Masterpiece Art Studio, Beaverton, OR—*summers of 2007 and 2008*

Wrote employee manual, operated cash register, taught art techniques, maintained facility.

OTHER SKILLS

- **Published Author:** short memoir in the anthology *From SpiritFish*, published in 2009
- **Web Designer:** familiar with Adobe Creative Suite (Dreamweaver), HTML, and CSS
- **Computer Savvy:** comfortable with Microsoft Office, Mac OS, and social networking
- **Proofreading:** perfect scores on the writing sections of the PSAT, SAT, and ACT
- **Lay Preacher**
- **Fluent in French**