

Laura Bowen

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Bridgewater State University 2005-2009

(f. Bridgewater State College)

Bachelor of Arts in English: Writing Concentration with Minor in Mathematics, Major GPA of 3.85

Cum Laude, Dean's List, Commonwealth Honors, English Honors Society Sigma Tau Delta, John and Abigail Adams Scholarship, Departmental Honors, Columbia Scholastic Press Association Gold Medal and Columbia Scholastic Press Association Gold Crown Award for *thebridge* Volume V, Columbia Scholastic Press Association Gold Crown Award and Associated College Press/College Media Advisers Best-In-Show award for *thebridge* Volume VI, Street News Service's Republication of the Week, score of 5/5 on College Board's Advanced Placement English and Composition Examination, STC Technical Communication 101 Certificate Course

Related Experience

Administrative Assistant, Engineering Systems Division, MIT, Cambridge, Ma. 2011 – present
Document design in Power Point, Word and Wordpress, preparing chapters for submission to peer-reviewed journals, event planning for Center for Biomedical Innovation, support for research teams and administration, event planning, budget coordination, editing classroom materials and websites, maintaining faculty schedules

Editorial Assistant/Assistant Editor for Chemistry, Physics and Astronomy, Cengage Learning, Boston Ma. 2009 – 2011

Developing educational text books and ancillaries, preparing contracts, hiring and guiding professional subject matter experts, writing marketing copy, maintaining communication and schedules within fast-paced, deadline-driven industry

Visual Arts Editor-in-Chief, *thebridge* Volume VI, Bridgewater, Ma. 2008 – 2009

Designing, laying out, kerning, letting, line-by-line editing, and coordinating typography for student-led fine arts journal; also establishing grid, thematic elements, and table of contents, organizing a team of creative peers, and extensive use of InDesign, Photoshop and Illustrator

Assistant Observatory Curator / Editor-in-Chief, BSU Observatory, Bridgewater, Ma. 2008 – 2009

Writing articles for and designing monthly newsletter, creating educational programs for students and general public, manning and maintaining observatory equipment

Tutor for MCAS Mathematics and English, Taunton High School, Taunton, Ma. Spring 2008

Teaching small classes, creating instructional materials

Literature Editor, *thebridge* Volume V, Bridgewater, Ma. 2007 – 2008

Reading hundreds of submitted manuscripts, literature selection, line-by-line editing, writing, assisting with design and layout of student-led fine arts journal

Senior Writing Consultant, BSU Academic Achievement Center, Bridgewater, Ma. 2006 – 2009

Teaching research methods, organization, grammar, style manual adherence, voice, pacing, etc. to BA and MA candidates, ESL writers, and diversely-abled students

Freelance Editor, 2005 – present

Editing personal projects for peers, students, and professionals, including handbooks, brochures, academic essays, applications and two full-length novels

Additional / Volunteer Activities

Learning Ally, Cambridge, General Reader, recording text books for blind and dyslexic students

Spare Change Newspaper, Cambridge, Staff Writer for non-profit newspaper

Boston Partners in Education, 2010-2011 Power Lunch Volunteer Reader

While in college: **The Comment**, Staff Writer, Student-run newspaper, **Outdoor Adventure Club**, Artwork/design, event planning, editing, **Habitat for Humanity**, Staff writer, Kingston Build, PR committee while in college **English Honors Society, ΣΤ Δ**

Proficient at: *Excel, PowerPoint, Illustrator, Flash, Photoshop, InDesign, Integrated Publishing System*

Familiar with: *QuarkXpress, Dreamweaver, HTML, Robohelp*
