

ANYA X PALKOWSKI

axpalkowski@gmail.com • 914.552.1689 • anyapalkowski.com

ON PAPER

Project manager with experience in multimedia/web design, copywriting, digital communications, and game development.

IN REAL LIFE

Huge nerd looking to do interesting, stimulating work alongside other huge nerds.

SKILLS

*Project Management
Clear Communicator
Presentation/Public Speaking
Editorial/Media Copywriting
Print & Online Research
Quick Skill Intake
Multitasker*

LANGUAGE

*Mandarin Chinese (Advanced)
French (Intermediate)*

TECH

*Windows / Mac Operating Systems
GitHub
Illustrator / InDesign / Photoshop
Microsoft Office Suite
HTML / CSS (Intermediate)
Soundforge / Audacity
Premiere / FinalCut Pro
Photography / Videography
Python (Elementary)
Dreamweaver
Google Analytics
Animation (Photoshop)
Wordpress
Drupal / Joomla! / Cascade
SPSS
CisionPoint
Typing Speed 81 WPM*

EDUCATION

*Wesleyan University, Class of 2012
B.A. with Honors
Government & International Relations
The Chinese University of Hong Kong
International Asian Studies Programme*

EXPERIENCE

East Harlem Tutorial Program / Associate, New Media & Communications New York / June 2013 – present

- Spearhead planning, organization, and execution of all major media projects including website launches, school branding, video production, logo creation, and new design materials.
- Support development and program events by creating event collateral.
- Write copy for web, external ads, newsletters, and informational documents.
- Design graphic content for invitations, flyers, reports, ads, and web.
- Manage design and content of email campaigns for newsletters, breaking news, and fundraising.
- Act as official organization photographer/videographer.
- In first year, established new procedures regulating creation/distribution of print materials, regulating branded item orders and distribution, and standardizing use of data across marketing materials.
- Developed new promotional materials including trifolds, informational booklets, and organization's first Capital Campaign case statement and Annual Report.

Studio Samuel / Multimedia and Editorial Associate February 2013 – June 2013

Recorded, prepared, and edited audio files and arranged QR code support for a major event in NYC. Produced flyers, sidebar ads, and informational print materials. Developed Facebook applications to maintain social media presence.

Amnesty International / Media Relations Assistant New York / May – August 2011 (Intern); August – December 2012 (Full-Time)

Wrote, copyedited, and fact-checked press releases and media advisories. Drafted Op-Eds, Letters to the Editor, and official blog posts. Maintained PR software and news section on official website. Organized events and acted as media greeter/guest handler on-site. Designed ads for publication as posters, full-page print magazines and online actions, and assisted production of a PSA on global women's rights. Handled queries on media line, scheduled interviews with policy experts. Secured media coverage for newswashes, events, and interviews with organization experts. Managed two interns.

Wesleyan University New Media Lab / Senior Lab Assistant September 2009 – May 2012

Designed, edited, and maintained content on academic department webpages. Brainstormed, tested, and implemented new features for university website. Undertook web design projects for independent new media lab clients.

INTERESTS

Creative writing. Game design. Digital art. Violin. Erhu. Archery. Video Games.