

CAITLIN GHEGAN

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PROFESSIONAL WORK EXPERIENCE

SPOTIFY

SOMERVILLE, MA

Data Curator (Contractor)

Feb. 2018 – Present

Support the data curation team in improving and maintaining the unified Spotify language models; assess high-quality data that directly impacts the way users interact with the product; analyze 30k+ text strings, mapping them to particular actions and outcomes within the product.

UNIVERSITY OF MASSACHUSETTS BOSTON

BOSTON, MA

Teaching Assistant (TA1)

Feb. 2018 – Dec. 2018

Provided in-class assistance and outside support to students of Prof. Fulton's Spring 2018 Intro. to Creative Writing, Fiction class and Fall 2018 Advanced Techniques in Fiction class; crafted and taught lesson plans on craft analysis, voice, narrative distance and magical realism; provided student feedback and offered one-on-one office hours for extra support.

Tutor

Sept. 2017 – Dec. 2018

Supported student writing skills in the Reading, Writing, and Study Strategies Center and the English as a Second Language Program; reviewed essays, resumes, and lab reports on one-on-one basis; provided substitute class instruction as needed; facilitated class discussions and attended regular team development meetings.

CENGAGE

BOSTON, MA

Associate Content Developer

June 2017 – Feb. 2018

Oversaw development of 7 texts and relevant ancillaries; recruited and managed subject matter experts for revision and creation of AP content; submitted design elements, page proofs, and relevant production paperwork; scheduled team meetings, product launches, and status updates.

Product Assistant

March 2016 – June 2017

Assisted Product Managers in optimizing the performance of product management and development; prepared documents needed for publication schedule reviews, strategy meetings, and product launches; oversaw ancillary production and financial, design, and production routings; created and managed pre-revision review panels.

PEARSON

BOSTON, MA

Editorial Assistant

April 2015 – Feb. 2016

Coordinated text reviews, prepared contracts and maintained product records; communicated with authors, editors and other team members to ensure timely production; reviewed and annotated page proofs as well as digital modules and exercises.

Marketing Assistant

Sept. 2013 – April 2015

Created and edited marketing copy for over 20 text and technology products; proofed and reviewed covers and manuscripts; updated and maintained travel and events budget sheets; created and maintained adoption lists, roll kits, presentation scripts, and other sales tools; organized, monitored instructional webinars for Math & Statistics customers; maintained web content.

EDUCATION

MASTER of FINE ARTS IN CREATIVE WRITING: Expected Graduation in May 2020

University of Massachusetts Boston, MA

BACHELOR OF ARTS IN WRITING, minor in Web Programming: May 2013

Ithaca College, Ithaca, NY

Honors: Magna Cum Laude, Dean's List (7 semesters)

Awards: Winner of the 2013 Ithaca College Writing Contest (Personal Essay, Feature/Magazine categories)

Creative portfolio available at caitlinghegan.com • [linkedin.com/in/caitlinghegan](https://www.linkedin.com/in/caitlinghegan)