

MaryKathryn Underwood

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EDUCATION

Fordham University *GPA: 3.857*

New York, NY

Master of Arts: English, Composition and Rhetoric

- 2023-2024 Atlantic 10 Commissioner's Honor Roll.
- Relevant Coursework: Early Environmental Humanities, Hybrid Forms and Literary Liminality.
 - Objective of the former being to curate publication for Dumbarton Oaks.

Fordham University *GPA: 3.63*

New York, NY

Bachelor of Arts: English, Sociology - Graduated Cum Laude

- Fall 2020, 2021, 2022, Spring 2022, 2023 Dean's List.
- Captain of D1 Cross Country and Track & Field teams.
- Focus on creative writing, persuasive writing, research, and analyzing texts.
- Relevant coursework: Writing for Publication.

WORK EXPERIENCE

Fordham University Press

New York, NY

Editorial Assistant Intern

September 2024 - Present

- Coordinate and manage the solicitation and collection of external peer reviews, ensuring timely and high-quality submissions.
- Oversee peer review honorariums, cover art payments, and cover art license tracking to maintain accurate financial and legal records.
- Generate and craft transmittal copy, actively soliciting blurbs to enhance publication materials.
- Trained on developing editorial and transmittal memos.
- Occasionally create and maintain art logs for manuscript figures to support visual content integration.
- Attend key meetings, including Transmittal, Editorial, and Staff meetings.
- Continuously educated on the Best Practices for Publishing and Best Practices for Peer Review, while staying up-to-date on industry standards.
- Manage and monitor editorial specifications in Biblio, ensuring consistency and accuracy in project details
- Proficient in Adobe Acrobat, leveraging the software for manuscript editing and review purposes

Fordham University Cross Country / Track and Field

New York, NY

Assistant Coach

July 2024 - Present

- Attend and lead all practices, competitions, and meetings.
- Engage with and help athletes become better people and runners.
- Manage and keep track of all data and specifications regarding athletes, competitions, and organizational

and departmental needs.

Fordham University English Department

New York, NY

Graduate Student Worker – Research

June 2024 - August 2024

- Continued research and writing on publication for *Dumbarton Oaks*.
- Engaged in multiple rounds of peer review revision.
- Gained notable experience and knowledge of the publishing process from the perspective of the published.

Gabelli School of Business

New York, NY

Teacher's Assistant

August 2023 - May 2024

- English TA for first-year Gabelli School of Business students.
- Assisted and Collaborated with the professor by grading and editing students' papers.
- Coordinated and met with students to help them with their writing.
- Helped students develop strong writing and communication skills.

The Fordham Ram

New York, NY

Contributing Writer

October 2022 - May 2023

- Contributing Writer for the Student Athlete Column.
- Gained valuable self-starter and management skills.
- Strengthened and expanded range of creative nonfiction.

Maloney Law Library

New York, NY

Senior Circulation Desk Worker

June 2022 - August 2023

- Managed and fulfilled Circulation operations at the law school library.
- Assisted law students with questions, concerns, and inquiries.
- Engaged in additional projects and tasks to ensure optimal efficiency in library operations.
- Collaborated alongside other law library staff.

St. Athanasius School

New York, NY

Teacher's Assistant

June 2021 - August 2021

- Teacher's assistant for Summer School program.
- Assisted 3rd grade students in the subjects of Phonics, Math, Science, and Art.
- Led Kindergarten students in Enrichment, Science, and Gym activities.
- Led all classroom activities when the teacher was absent.
- Organized equipment needed for school activities.
- Gained valuable communication, collaboration, adaptability, empathy, and patience skills.

PUBLICATION APPEARANCES

Dumbarton Oaks

September 2024

- Peer-reviewed collaborative publication in Dumbarton Oaks' Plant Humanities Lab: *Pecan: Beyond Thanksgiving Pie to Indigenous Reciprocity*.

The Fordham Ram

October 2022 - May 2023

- Contributing writer for Student Athlete Column.

Grain of Salt Mag

December 2022

- One poem published in Winter 2022 collection: *From Limbo 23:17*.

The Ampersand

Spring 2022

- Two poems published in Spring collection: *An Adagio of The Highest Mountaintops & Accountability*.

SKILLS

- Writing, Leadership, Reliability, Passion, Quick learner, Close reading, and Customer Service.
- Proficient in reading and speaking Spanish.
- Proficient in Excel, Word, Powerpoint, Canva, and Adobe Acrobat.
- Proficient in SPSS Statistics, Github, and Markdown language.