

Arushi Jacob

arushi.jacob@gmail.com

Experience

Atlas Magazine at Emerson College | Boston, MA Editor-in-Chief | 10/2021 - Present

- Manage and review 20 writers and their work
- Plan and monitor content for the magazine
- Communicate with management, fellow editors and writers

Boston Globe Media Partners | Boston, MA Living/Arts Correspondent | 07/2024 - 12/2024

- Wrote and fact-checked dozens of articles, including profiles, previews, recaps, and quick hits.
- Communicated with editors, fellow correspondents, photographers, designers and sources on a daily basis to provide the best possible outcome.
- Created relevant Instagram and Twitter posts daily, in addition to formatting two weekly newsletters.

Emerson College | Boston, MA Summer Conference Assistant | 05/2023 - 08/2024

- Recurring seasonal role held from May to September 2023 and 2024.
- Assisted guests from over 20 conference groups with all their needs through front-line customer service.
- Communicated consistently with guests, peers, and supervisors to solve problems quickly and efficiently.
- Organized, labelled and registered up to a 100 guest ID packets complete with keys.

Emerson College | Boston, MA Events Assistant | 09/2023 - 05/2024

- Helped organize, set up and oversee up to 5 events a week.
- Assisted crowd control and seating arrangements for up to a 100 people.
- Communicated efficiently with different departments to ensure a smooth outcome.

IntrigueMag | Boston, MA Editorial Intern | 05/2023 - 08/2023

- Utilized SEO and researched current trends to analyse public interest.
- Wrote 4 articles after conducting interviews and research.
- Copyedited articles according to AP style.

Stellaratti Brand Consultants | Mumbai, MH Communications Intern | 05/2022 - 09/2022

- Helped organize and conduct events
- Communicated with brands, promoters, and clients for PR purposes
- Created social media marketing strategies for 10 clients

Education

Emerson College | Boston, Massachusetts Journalism | 05/2025

Dean's List for Fall '21, Spring '22, Fall '22, Spring '23, Fall '23, and Spring '24.

Symbiosis International School | Pune, Maharashtra International Baccalaureate | 06/2021

Skills

Google Suite, Microsoft Word, Microsoft Excel, SEO, Customer service, Bilingual in English and Hindi, Intermediate in French and Spanish, Communications, Social Media Management, Salesforce Marketing Cloud