JACQUELINE KURON

EXPERIENCE

Douglas Elliman Real Estate

Sr. Manager, Content Marketing | June 2017 – April 2019
Plan and deliver three engaging issues of the custom content publication *Elliman* magazine per year. Coordinate with internal and external content providers to maintain a strict timeline and budget. Collaborate with freelance editorial partner, Headline Studio at Advance Local, on editorial lineup and design. Manage, write and edit content for the company's premier luxury real estate blog, Elliman Insider.

Managing Editor | Oct 2016 – June 2017
Editorial Manager | May 2015 – Oct 2016
Work closely with editor-in-chief to plan the editorial lineup for *Elliman* magazine. Assist with assigning writers. Manage network of freelance writers and editors. Write and send pitches, and respond to pitches received from PR agencies. Keep track the budget. Be the point person for the printer. Coordinate distribution through major newspapers. Write stories and display copy as needed.

John Wiley & Sons

Associate Development Editor | Jan 2014 – April 2015
Assistant Development Editor | Mar 2013 – Jan 2014
Sr. Editorial Assistant | Sept 2011 – Mar 2013
Manage the creation of higher education mathematics textbook supplements with a focus on digital assets such as animated videos and online learning course modules. Work with subject matter experts, perform market research, and prepare manuscripts for release to production.

SKILLS

Managing Editor with excellent writing, editing, organizational, multitasking, prioritization, problem solving, and project management skills. Experience in print magazine and higher education publishing, content marketing and blogging.

EDUCATION

Bachelor of Arts, Honors | 2011 | Providence College

English & Business Studies,
Magna Cum Laude

Certificate of Publishing | 2011 | NYU Summer Publishing Institute

6-week intensive study of book and digital/magazine media

Other Coursework

Content Marketing, HTML5, and User Experience Design

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