

Sarah E. Kiser 919.675.3662 [presentmusings.blog](http://presentmusings.blog) [kiser.sarahe@gmail.com](mailto:kiser.sarahe@gmail.com)

## Education

### **Bachelor of Arts, Meredith College class of 2019**

Majors: English Literature and Mass Communications

Minors: French and Professional Writing

**Honors Program g.p.a. 3.628**

## Work Experience

### **Stagehand | The Carolina Theatre of Durham | Durham, N.C. | February 2023 - Current**

Sound engineer trainee

Operate fly rail and weight bay

Assist in grid maintenance

Operate spot light and focus lights manually

Assist tours and backline with concert set up, audio set up

Assist with theatre's daily operations and maintenance

### **Assistant Copy Editor | J & J Editorial /John Wiley & Sons | Cary, N.C. | Sept. 2020 - Oct. 2021**

Edited American Society for Testing and Materials' 5 journals using CMOS

Formatted manuscripts then researched and formatted references

Edited scholarly articles according to style, English grammar, and clients' preferences

Made requests for edits to figures and verifications of affiliations

Exercised extreme attention to detail

### **Freelance Book Editor | Author Mark Christopher Mathis | Cary, N.C. | June - Dec. 2020**

Collaborated on YA book's writing style, plot, and characters

Copy edited through Microsoft Word tracked changes

### **Photopass Photographer | The Walt Disney Company | Orlando, FL | Sept. 2019 - Jan. 2020**

Captured memories at WDW parks using Nikon 7500, speedlight flash, and mobile delivery systems

Engaged with guests of many languages to ensure an exciting and safe experience

Commended by coordinators for my courtesy twice, once for show, and once for efficiency

### **Intern Writer | INDYweek | Raleigh, N.C. | Jan. - May 2019**

Investigated and composed online articles for a paper with an online readership of 75,000

Completed investigative leg work and summarized local legislation

Transcribed interviews

### **Summer Media Director | Rockfish Camp and Retreat Center | Parkton, N.C. | May - Aug. 2018**

Created promotional videos — most successful video, "I Love this Camp," received over 14,700 views

Practiced time management to film and photograph concurrent camp activities

Created 7 weekly videos for the camp on Adobe Premiere Pro which were upload to youtube and facebook

Posted edited photos regularly on social media

Collected photos for record keeping and future promotional materials

Served as a lifeguard and substitute counselor

**Editor-in-Chief | *The Meredith Herald* | Raleigh, N.C. | May 2017 - May 2019**

Co-Editor-in-Chief (2017 - May 2018) Associate Editor (2016 - 2017) Staff Writer (2015 - May 2019)

Led weekly meetings with 12-20 volunteer staff writers

Assigned and edited stories, mentored staff writers, advised section editors

Recruited writers, editors, photographers

Laid out the paper using Adobe InDesign

Composed print and online articles for a readership of approximately 1,500, upholding A.P. standards

Managed logistics, finances, marketing, distribution, and advertising

**Published Works**

‡ Kiser, Sarah E. “Settlers.” *The Colton Review*, 2019, p. 50.

‡ <https://indyweek.com/news/northcarolina/protesters-rally-in-raleigh-to-demand-release-of-full-muelle/>

**Skills**

**JOURNALISM:** Interviewing and editing, English grammar, six years of experience on scholastic newspapers

*Relevant courses taken:* Writing for the Media, Media law, Intro to Journalism

**PROFESSIONAL WRITING:** Client representation and direct marketing

*Relevant courses taken:* Intro to PR, Business Communications, Professional Writing

**CREATIVE WRITING:** poetry, short stories, plays

*Relevant course taken:* Playwriting, Postcolonial Literature

**MAC and PC:** Wordpress, Adobe: Premiere Pro, InDesign, Photoshop, Illustrator

*Relevant course taken:* Intro to Computer Design

**PHOTOGRAPHY:** Black and white darkroom, DSLR, outdoor photography, studio equipment setup, event photography

*Relevant course taken:* Photography I

**EVENT PLANNING:** Residence Life event hosting, eight years of theatrical productions

**LANGUAGE:** Intermediate French: listening, speaking, reading, writing, translation

**STYLES:** Modern Language Association, Chicago Manual of Style, Associated Press