

CAROLENE KURIEN

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EDUCATION

University of Miami (UM) | Coral Gables, FL

Master of Fine Arts in Creative Writing

Aug 2020 - May 2022

Bachelor of Science in Neuroscience & English

Aug 2016 - May 2020

WORK EXPERIENCE

Proofreader | Yes We Are Mad & Mad Arts | Dania Beach, FL

Aug 2022 – Present

- Lead quality assurance initiatives for all content created for Mad Arts, South Florida's innovative art and technology museum, and all content created for IGNITE, Florida's largest digital arts festival
- Correct copy, design, and html errors on marketing & advertising campaigns prepared on Figma, Adobe XD, and InDesign for companies including Verizon brands and Jennifer Aniston's LolaVie
- Achieve a 98% cumulative proofreading accuracy rate among all client projects
- Edit & proofread a variety of content, including legal contracts, press releases, and restaurant menus
- Collaborate with copywriters, designers, and web developers to ensure successful project completion
- Utilize Adobe Creative Suite, G Suite, Asana, and Jira

Instructor of Creative Writing | UM | Coral Gables, FL

Aug 2021 – May 2022

- Led classroom discussions, in-class writing exercises, and peer workshops
- Designed lesson plans utilizing music, videos, & other media content to enrich learning experience
- Delivered consistent, individualized feedback on students' work to ensure educational growth

Communications Intern | Aerospace Industries Association | Arlington, VA (*Remote*)

June 2021 - Aug 2021

- Created a [multimedia wrap-up report](#) on The American Rocketry Challenge
- Wrote Twitter and LinkedIn copy for more than 65,000 combined followers on AIA accounts
- Edited and wrote sections of [Facts & Figures](#), a year-in-review report of the American A&D industry
- Wrote portions of the script for the [Facts & Figures video](#), featured in [Times Square](#)

Communications Intern | Colon Cancer Foundation | Port Chester, NY (*Remote*)

April 2021 - June 2021

- Wrote [blog posts](#) on advances in colorectal cancer (CRC) detection, prevention, and treatment
- Moderated an educational session with gastroenterologists for the annual Early-Onset CRC summit

Writing Consultant | Writing Center, UM | Coral Gables, FL

Aug 2020 - May 2021

- Advised undergraduate, masters, and PhD students from various backgrounds on structural and content-related issues on diverse writing pieces (doctoral dissertations, business briefs, etc.)
- Taught various writing strategies tailored to students' needs and abilities

Poetry Editor | Sinking City Literary Magazine, UM | Coral Gables, FL

Aug 2020 - Dec 2020

- Curated a selection of diverse poems with poetry co-editors for the Fall 2020 issue
- Collaborated with editorial team on potential edits that would maintain the poems' artistic integrity
- Organized, tracked, and commented on individual submissions using Excel

Editor of Research Profiles | Scientifica Magazine, UM | Coral Gables, FL

Jan 2018 – May 2020

- Edited and proofread research profiles to correct syntactical, grammatical, and content-related errors
- Advised profile writers on conducting interviews and compiling information compellingly