

Amber J. Adams

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Experience:

- Editorial Assistant**, Time Inc., New York, NY 12/09-Present
- Assist senior editor with health journalism coverage for *Essence* magazine
 - Conduct research, interviews, field PR and reader requests
 - Report and write health and relationships content for print product
 - Administrative tasks: Track writer contracts, process and file invoices
- Dialogue Facilitator**, East Harlem Works (Nonprofit Organization), New York, NY 10/09-Present
- Volunteer bi-weekly to assist senior staff in teen outreach initiatives
 - Facilitate group discussion with 15, female, high school seniors
 - Create and implement lesson plans for each session
 - Monitor discussions on topics such as “Body Image” and “College 101”
- Freelancer**, Self Employed, New York, NY 1/09-11/09
- Assisted 4 companies with marketing projects through Axion Staffing Services
 - Edited 15-page book proposal for creator of Catwalk Confidence workout program
 - Compiled research and wrote 10 page reports for a Columbia University PhD. candidate
 - Created promotional and sponsorship materials for community event in Harlem
- Research Assistant/Intern**, *Women’s Health* magazine, New York, NY 1/08-6/08
- Selected for paid, full-time intern position at award-winning publication
 - Corrected factual errors in 30 articles for editorial and scientific accuracy
 - Nurtured beneficial relationships with public relations professionals and health experts
 - Conducted background research for magazine with monthly circulation of 1.1 million
- Intern**, Chattanooga Times Free Press (Daily Newspaper), Chattanooga, TN 7/07-12/07
- Selected for paid, full-time intern position at newspaper
 - Pitched story ideas weekly to senior editors
 - Wrote more than 70 articles for Lifestyle and Regional News sections

Education:

- The Poynter Institute of Media Studies** Summer 2008
Writing Fellowship in St. Petersburg, Florida
Courses: Feature writing, Ethics, Diversity, Reporting
- The University of Tennessee at Chattanooga** Graduation: August 2007
Major: Mass Communication
Minor: Sociology

Proficiency: Mac OS, Microsoft Office, FileMaker Pro, InDesign, Social Media (Wordpress, Twitter, Facebook) Video and audio editing