

Kristen Shaw

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EDUCATION **Boston College, College of Arts and Sciences, GPA: 3.40/4.00** May 2010
Bachelor of Arts in English, Minor in Film Studies, **Major GPA: 3.41/4.00**
Honors: Dean's List

Royal Holloway, University of London, England Fall 2008
Coursework in Shakespeare, Critical Methodologies and Modern European Cinema

RELATED EXPERIENCE **Academic Media Production Services Intern** Jan 2010 – May 2010
Massachusetts Institute of Technology Cambridge, MA

- Edited video packages from a variety of film formats to upload to the MIT TechTV site
- Helped with filming the B-Roll for a video on the creation of a new black silicon
- Worked on an film record project by registering videos in the MIT archive database

Managing Editorial Intern June 2009 – Dec 2009
Hachette Book Group Publishing Boston, MA

- Managed schedules to ensure on-time completion of edits of books in production
- Coordinated with copyediting to assist with the editing and assembly of manuscripts
- Researched a list of African American authors for use in an upcoming Bartlett's book

Library Technician Summer 2005 - 2008
Brooks Free Library Harwich, MA

- Resolved circulation issues in customer-facing support role at the public library
- Managed intra-library inventory through local automated materials sharing system

Contributing Writer Sep 2006 – May 2009
Stylus Art and Literary Magazine Chestnut Hill, MA

- Published poetry and photography in peer-reviewed undergraduate magazine
- Evaluated and copy-edited creative pieces submitted for publication in the magazine

ACTIVITIES **President / Vice President / Treasurer / Secretary** Sep 2006 – May 2010
Boston College Swing Kids Chestnut Hill, MA

- Collaborated with club officers to organize dances and events using a \$4000 budget
- Choreographed and trained swing dancers for the Boston College Arts Festival

Film Editor Oct 2009 - Present
Boston College History Department Boston, MA

- Edited 27 hours of footage into an hour long documentary on Chinese Christianity
- Worked with a Jesuit Professor and fellow students to enhance documentary

Production Assistant April 2009
Boston College Film Studies Program - Thesis Project Chestnut Hill, MA

- Helped assist with camera, boom mike, lighting, fulfilling written tasks for director

SKILLS **Tools:** Final Cut Studio, AVID, Adobe Photoshop, Microsoft Office
Processes: Digital Editing, Video Production, Copy Editing (MLA, APA)