

NATALIE DE PAZ

WRITER & ADMINISTRATIVE PROFESSIONAL



natdepaz@gmail.com



Pittsburgh, PA



nataliedepaz.com

EDUCATION

MASTER OF FINE ARTS

Creative Writing
Turner Fellow

Stony Brook University
2016 - 2019

BACHELOR OF ARTS

English
magna cum laude

Florida International University
2012 - 2015

SKILLS

Writing

Editing

Team Leadership

Communication

Creative Thinking

Marketing

Microsoft Office

Conversational Spanish

EXPERIENCE

CONTRACTOR/FREELANCER

Self-Employed | September 2022 - Current
Pittsburgh, PA

- Acts as executive assistant to dementia care consultant
- Creates original social media content (Canva), and schedules content for Instagram, Facebook, and Mailchimp for multiple clients
- Writes copy for multiple clients across all above mediums
- Edits manuscripts
- Writes culture and food articles for local publications

MANAGING DIRECTOR

Steel City Improv Theater | September 2021 - September 2022
Pittsburgh, PA

- Created and managed processes to keep the theater running smoothly
- Oversaw part-time employees
- Created original social media content (Canva), and scheduled content for Instagram, Facebook, and Mailchimp
- Assisted with departmental budgets and schedules
- Assisted with grant proposals and submissions
- Assisted with organizing special projects and events

SENIOR CONTENT PRODUCER

Steel City Improv Theater | October 2019 - January 2021
Pittsburgh, PA

- Collaborates with content team to produce unique, curated content
- Writes and edits blog posts for theater website
- Created and continuously updates style guide for theater blog
- Produced original improv shows live-streamed on Twitch
- Promoted from Head House Manager position (hired Nov. 2018)

EDITORIAL ASSISTANT

American Economic Association | May 2018 - May 2019
Pittsburgh, PA

- Processed submissions for the *American Economic Review*
- Formatted and proofread decision letters
- Maintained professional email communications with coeditors
- Checked proof corrections
- Compiled end-of month reports via ScholarOne and Microsoft Excel

NATALIE DE PAZ

WRITER & ADMINISTRATIVE PROFESSIONAL



natdepaz@gmail.com



Pittsburgh, PA



nataliedepaz.com

EXPERIENCE Continued

CREATIVE WRITING INSTRUCTOR

Stony Brook University | August 2017 - May 2018
Stony Brook, NY

- Developed original curriculum and syllabus based on University guidelines and requirements
- Taught introductory creative writing and advanced poetry workshops to undergraduate students

EDITORIAL ASSISTANT

The Southampton Review | August 2016 - May 2017
Southampton, NY

- Assisted with the management of social media accounts
- Edited written creative works according to publishing standards and style guide
- Researched and interviewed featured artists
- Transcribed event audio

MFA RESEARCH ASSISTANT

Stony Brook Southampton | August 2016 - May 2017
Southampton, NY

- Generated and posted social media content via HootSuite
- Updated data spreadsheets
- Developed and distributed department communications
- Assisted at the Southampton Writers Conference and Accepted Students Day

REFERENCES FURNISHED UPON REQUEST