

Caroline Carlson

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Education

August 2002 - present

Swarthmore College, Swarthmore, PA. Candidate for Bachelor of Arts, 2006.
Major in English with Creative Writing emphasis. Minor in Psychology.
Honors Program participant. Current GPA: 3.85.

September 1998 - June 2002

Milton Academy, Milton, MA. Diploma with Distinction, 2002. Graduated in top 10% of class. Member of Cum Laude Society.

Selected recognition

The Morrell-Potter Summer Stipend in Creative Writing, Swarthmore College, April 2005.

Second Prize for Poetry, *The Lettered Olive* Literary Review, February 2005.

The John Russell Hayes Poetry Award, Swarthmore College, March 2004.

The Pierpont Stackpole Prize for Poetry, Milton Academy, June 2002.

National Merit Scholarship Finalist, Fall 2002.

Work experience & activities

Summer 2005

Editorial Intern, Charlesbridge Publishing, Watertown, MA.

Oversaw editorial process for potential educational picture book. Wrote and edited prose, poetry and curriculum materials for publication. Corresponded with authors, reviewed manuscripts, updated curricula content and layout, and critiqued artwork.

Summer 2002 – Summer 2004

Youth Services, Weston Public Library, Weston, MA.

Organized Children's Summer Reading Program. Served patrons in the department by assisting with reference questions, circulation, crafts and shelving.

2003 – present

Editorial Board, *Small Craft Warnings*.

Worked in all areas of editing and production to create semi-annual literary publication. Broadened writers' community through open mic nights, guest readers & faculty talks.

2004 – present

Copy Editor, *The Phoenix*.

Edited article drafts and page copy for news, living & arts, opinion and sports sections of weekly newspaper.

August – December 2003

Teaching Assistant, Swarthmore Computer Science Dept.

Assisted professor in introductory course. Covered history of computing, HTML and basic programming.

May 1999 – May 2002

Managing Editor & Opinions Columnist, *The Milton Measure*.

Assigned and wrote articles for semi-weekly newspaper. Led news-writing staff, edited articles, and assisted with circulation and layout.

September 2001 – May 2002

Milton Academy Writing Center Tutor.

Edited students' expository essays. Assisted students throughout the writing process.

1999 – present

Web Design.

Created and upgraded website for local law firm. Maintained several personal sites. Combined graphic design and code to create visually pleasing, accessible designs.

September 1998 – June 2002

Instructor, Cindy Wright Dance Studio, Wellesley, MA

Taught ballet, jazz and tap classes to children aged 2-14.

Skills & interests

Computer skills

Windows and Mac proficiency; Microsoft Word, Excel, FrontPage; Quark, Adobe PageMaker & PhotoShop, Paint Shop Pro; HTML, UNIX, C; some CSS and JavaScript.

Other interests

Bookbinding & book arts, dance, music.