

# OLGA A. BELOGOLOVA

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## EDUCATION

<b>Boston University. Boston, MA</b> College of Communication, Magazine Journalism Major (B.S.), <i>Cum Laude</i> College of Arts and Sciences, Western European Studies Major (B.A.) <i>Four-year University Scholar merit scholarship, GPA 3.4, Dean's List</i>	B.S./B.A. May 2009
<b>Oxford University, St. Anne's College. Oxford, United Kingdom</b> Boston University Honours Studies Programme	Spring 2008

## EXPERIENCE

<b>First American Professional Real Estate Services. Irvine, CA. Marketing Specialist</b> - Coordinate the development, editing and design of company, business unit and product marketing literature (brochures, advertisements, slicks, etc.) and market research - Social media and Internet-related marketing and brand management; built the company site wireframe	10/2009-Present
<b>Encore Magazine. West Coast Editor</b> - Write articles and develop ideas for Encore's Los Angeles website, working with local PR contacts - Maintain Twitter, Facebook and YouTube Channel for Encore Mag's LA edition, hosting and editing videos - Manage interns and freelance writers, copy-editing all submitted work	06/2009-Present
<b>Freelance Editor, Blogger, Writer (Self-Employed)</b> - <i>Top 5 Finalist (2010): MySpace Journal</i> contest; competed to cover the World Economic Forum in Davos. - <i>Pro-Blogger for UniversityChic.com</i> : write and develop story ideas for the website; work on SEO - <i>Author</i> : Wrote two chapters for the book – <i>U Chic: The College Girl's Guide to Everything</i> , out in April 2009 - <i>Freelance Book Editor for GGS Book Services (NY, Summer 2007)</i> : Edited ancillary content, proofs, and manuscripts for Spanish Reading textbooks; Wrote end of chapter questions for Science textbooks	04/2007-Present
<b>Embassy of Jordan: Sixty Years of Friendship Press Trip 2009</b> - One of ten students nominated from the top journalism schools in the United States - Selected for the trip to explore US-Jordan bilateral relations and Jordan's international role - Wrote a blog, detailing the experience of the trip: <a href="http://abroadinamman.wordpress.com/">http://abroadinamman.wordpress.com/</a>	5/2009-6/2009
<b>Boston Magazine. Boston, MA. Editorial Intern</b> - Worked one-on-one with Food Editor, writing, fact checking, and researching features and spreads	9/2008-12/2008
<b>Churm Media, Inc. Newport Beach, CA. Editorial Intern</b> OC Family Magazine, IE Family Magazine, OC Menus, Southland Golf Magazine and OC Metro Business Magazine - Wrote, copyedited, and fact checked news/review stories for all magazines - Assisted OC Family Editor in Chief in place of Editorial Assistant, researching and developing story ideas - Created, edited and uploaded web content for all of the magazines - Assisted sales and marketing department	05/2008-08/2008
<b>Cherwell: Independent student weekly at the University of Oxford. Oxford, UK. Sub Editor</b> - Edited copy, proofread layouts, and cut stories in Adobe InDesign	01/2008-03/2008
<b>WorldMusic/CRASHarts. Cambridge, MA. Marketing intern</b> - Wrote and edited press releases, brochures, direct mail campaigns and program notes for events - Community outreach research	01/2007-05/2007
<b>PIMCO, Department of Communications. Newport Beach, CA. Communications Intern</b> - Copy edited newsletters, marketing, and advertising for company products - Graphic design and photo editing projects for company clients	06/2005-08/2005

## SKILLS AND LEADERSHIP

- Fluent in Russian and French, proficient in Italian, Hebrew, and Latin
- Proficient with QuarkXPress, Adobe Photoshop, Adobe InDesign, Adobe FrameMaker, Adobe Professional, Visio, Microsoft Office and Publisher, Mac OS X
- Proficient with Web publishing tools (content management systems, blog software, SEO) and major social media platforms such as Facebook, MySpace, WordPress, Flickr, and Twitter; proficient with Nexis and database software
- Vice President and Public Relations Officer of Boston University Synchronized Swimming Team