

Cassandra Harris

Writing
United States

View the full portfolio at <http://www.thecreativefinder.com/cassdunn>

Professional Experience and Curriculum Vitae

I'm the mother of two daughters, wife of a world-traveling musically-inclined businessman, owner of one dog and one cat, and I've collected a couple of writing degrees over the years. I was a finalist in Glimmer Train's Short Story Award for New Writers, and my short stories have appeared in All Things Girl, Midwest Literary Magazine's Bearing North, Read Short Fiction, Literary House Review, The Battered Suitcase, and The Scruffy Dog Review.

Previous Clientele

UC Berkeley
eHow

Awards and Accolades

EMPLOYMENT:

UC Berkeley Aug. 1994-March 2005

Senior Editor - Electrical Engineering and Computer Sciences, Industrial Relations Office

(Reclassified from Editor January 2001)

(Reclassified from Assistant Editor March 2000)

(Reclassified from Production Assistant October 1996)

- Research, write, verify content, proofread, design layout, compare production costs, and select paper and ink for annual student awards brochure
- Solicit and format research abstracts and résumés for publication in annual Research Summary and Graduate Résumé Book
- Proofread, verify references and factual content for accuracy, and implement editorial changes for abstracts and résumés
- Query students, faculty, and staff for missing or incorrect information
- Format and maintain web pages and online submission form for Research Summary and Graduate Résumé Book
- Write articles for bi-annual EECS News
- Design page layout for EECS News; scan, crop, and size photos, write captions
- Solicit for copy, edit copy, design page layout, and design covers for brochures
- Collect, transfer, crop, and size graphics from various formats for publications
- General desktop publishing using MS Word, PageMaker, Photoshop, FreeHand, Illustrator, FrameMaker, MS Excel, FileMaker Pro, and UNIX
- Design program, web pages, signs, and name tags for annual conference

EDUCATION:

Master's of Fine Arts in Creative Writing, Mills College, December 2001

- Emphasis in Creative Nonfiction
- Other courses included: Novel Writing, Poetry, Fiction, Russian Literature, and Contemporary Fiction by Women

Studied under: Cornelia Nixon, Elmaz Abinader, Cecile Pineda, Dodie Bellamy, Chana Bloch, Edward Milowicki, and Ruth Saxton

- Overall GPA: 3.93

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