

# JENNA GOODMAN

Jenna.Goodman87@gmail.com  
617.417.8779  
Belmont, MA 02478

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## WORK EXPERIENCE

### **Project Manager and BLC Institute Program Administrator**

July 2015 – Present

BOSTON LAW COLLABORATIVE, Boston, MA

- Assist 5-8 attorneys and staff with special projects and research as needed
- Proofread, edit, and contribute to legal documents, articles, and literary pieces
- Research topics and legal issues for attorneys
- Redact sensitive documents
- Construct chronological timelines
- Edit and maintain firm website; collaborate on the redesign of the website
- Coordinate trainings; coordinate and oversee programs, and other BLC events
- Draft and distribute program announcements; prepare program materials
- Correspond with clients; event registrants; vendors
- Create financial summaries
- Implement new organizational strategies to help with training coordination and daily office tasks
- Responsible for wide variety of administrative work

### **Administrative Assistant**

May 2014 – July 2015

WILCHINS COSENTINO AND FRIEND LLP, Wellesley, MA

- Represented the public face of firm, directly interacted with and assisted clients; responsible for daily administrative duties
- Scheduled meetings and kept track of calendar events for the 20-30 attorneys
- Updated client information using CRM database, Constant Contact
- Opened and organized new client files
- Researched and input data using E-Closing for the real estate department
- Assisted 40 attorneys and staff with special projects and research as needed

### **Writer, Editor, Webmaster**

May 2012 – May 2014

TWIN LIFE MAGAZINE, Brookline, MA

- Created articles for parents of twins and multiples, including advice column and product reviews
- Edited and updated magazine by proofreading articles submitted by outside writers
- Created and managed website design and content
- Added an Amazon store directly onto the website, selecting and evaluating appropriate products

## INTERNSHIPS

### **Marketing Assistant**

August 2012 – October 2013

PINWHEEL BOOKS, Brookline, MA

- Edited press releases and manuscripts of nonfiction books
- Sent out targeted marketing packets and email blasts
- Researched and established relationships with local bookstores, libraries, and schools for distribution and marketing
- Prepared marketing strategy to promote author events, investigating spaces, pricing, resources from various vendors, partnering with outside companies as needed

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## Publicity Intern

Summer 2012

DA CAPO PRESS, South Boston, MA

- Created and distributed weekly publicity packets for Publicity Department
- Wrote and edited press releases, galley letters, author questionnaires
- Researched marketing tools for company wide use, including HARO (Help a Reporter Out)
- Worked directly with radio stations to coordinate public relations opportunities for authors

## SKILLS

- Writing
- Proofreading and Editing
- Redacting
- Constructing Chronological Timelines
- Constructing Financial Breakdown
- Organization
- MS Office
- E-File
- Nuance Power PDF Advanced
- Wordpress
- Quickbase
- Eventbrite

## PROFESSIONAL AND VOLUNTEER EXPERIENCE

**Boston Korean Adoptee Association**, Member

**BKA/Tufts Mentor Program for Korean Adoptees**, Member

**BAX – Korean Adoptee Discussion Group**, Member, Facilitator

**KUMFA Fundraiser (Raising awareness and funds for unwed mothers in South Korea)**, Event Coordinator

**MSPCA**, Volunteer / Cat Scribe

## PROFESSIONAL DEVELOPMENT

### UMass Boston

October 2016

1-Day Training – Difficult Dialogue- Race, Ethnicity and Religion

### Harvard University Extension School

Fall 2013

Introduction to Journalism

## EDUCATION

### Master of Arts, Publishing and Writing

May 2013

EMERSON COLLEGE, Boston, MA

### Bachelor of Arts, Communication and Culture

May 2009

CLARK UNIVERSITY, Worcester, MA