

MARINA ROBINSON

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NON-PROFIT AND GRANT WRITING EXPERIENCE:

REFUGEE & IMMIGRANT FUND, Queens, NY

August 2010-Present

Volunteer

- Collaborate with the founder on two grant applications to highlight the non-profit's mission, goals and funding requirements, resulting in awards of \$25,000 used to fund two new programs.
- Edit grant proposals and templates by reorganizing information, rewriting success stories, copyediting sentences for clarity, and proofreading for errors.
- Adapt proposal templates to send to specific foundations and edit letters of interest as needed.
- Mentor a teenage refugee from Mali, sharing information about New York transportation, landmarks, and conversational English.

BROOKLYN ACADEMY OF MUSIC (BAM), Brooklyn, NY

May 2009-December 2009

Part-Time Assistant to the Community Affairs Manager

- Developed marketing strategies to attract audiences for dance, opera, theatre, and music performances; attendance increased by 25%. Duties included drafting advertising mailings, budgeting funds, establishing partnerships with community business owners, and building and database of local arts enthusiasts.
- Organized free screenings of classic films for more than 1,000 New York senior citizens by assembling mailings, phoning nursing homes, maintaining RSVP lists, and personally greeting guests.
- Researched and budgeted resources for activities and décor at Halloween block party for 200 guests.

WRITING AND RESEARCH EXPERIENCE:

NEWSWEEK BUDGET TRAVEL, New York, NY

May 2011-Present

Assistant Research Editor, Artie Fromming's Budget Travel

- Pitch and write stories on deadline for monthly magazine about international and domestic travel.
- Write up to three blog posts per month for BudgetTravel.com, a Webby-nominated site.
- Maintain record confirming the accuracy of one third of every issue, meeting tight deadlines.

FORBES, New York, NY

July 2010-May 2011

Editorial Assistant, ForbesWoman

- Researched, pitched, and wrote articles ranging from 500 to 1000 words.
- Fact-checked half of the magazine, meeting deadlines with 100% accuracy.
- Managed writer contracts, acting as the liaison between writers and the legal and accounting departments.

TIME OUT NEW YORK, New York, NY

February 2009-December 2010

Freelance Writer

- Pitched and wrote articles about New York City events and trends on weekly deadlines. Researched local arts, new destinations, and events for upcoming articles and web features.

EDUCATION:

STONY BROOK UNIVERSITY, Stony Brook, NY

May 2009

BA in Comparative Literature

- Magna Cum Laude, GPA: 3.96, Dean's List (2005-2009), Golden Key Honor Society (top 15% of class)
- Studied English and Drama for the entire Fall 2008 semester at the University of Sussex, Brighton, England

ADDITIONAL SKILLS:

Computer: High Level of competency with Microsoft Office (Word, Excel, PowerPoint, Outlook).

Language: Proficient in French.