

NicoleSheikh

education

University of Oregon School of Journalism and Communications,
B.S. Magazine, June 2006.
Universita per Stranieri, Siena, Italy,
Fall 2006.

skills

Adobe Creative Suite
HTML, XML, CSS
Conversational Spanish and Italian
Photography, digital and analog formats
Microsoft Office
AP Style
Creativity, Motivation, Humor

interests

Writing, photography, technology,
outdoor activities, cooking,
travel.

volunteer work

Event Coordinator/Organizer - **Slideluck Potshow San Francisco, 2010**

Gallery Assistant - **SF Camerawork, 2009/2010**

experience

Public Library of Science (PLoS) - San Francisco, CA

Production Editor *June 2009 - present*
Manage the production process for PLoS' flagship journal, PLoS Biology. Duties include copyediting front-section pieces, proofreading, managing a team of freelancers, creating production schedules and workflow documents, and working closely with both the Editorial and Web teams throughout the creation of each monthly issue.

Assistant Production Coordinator *June 2007 - June 2009*
Managed all production stages for PLoS Genetics on a weekly publishing schedule. Tasks included tracking article flow, helping authors complete their submissions and responding to their queries, performing QCs at various stages and light copyediting on text files and article metadata. Also performed the final check and approval of all proofs and web files before publication.

Venus Zine - Chicago, IL

Contributing Writer/Photographer *June 2008 - present*
Write features, review albums and live performances of up-and-coming independent musicians for Venus Zine, an internationally distributed publication dedicated to women and the arts.

The Onion AV Club - San Francisco, CA

Contributing Photographer *September 2008 - July 2009*
Photograph restaurants, venues, and events for the local Onion AV Club. Also a freelance photographer for the short-lived Decider Bay Area, which focused on Bay Area nightlife, dining, and events.

West Coast Performer Magazine - San Francisco, CA

Contributing Writer/Photographer *July 2006 - August 2008*
Wrote reviews of live, independent music performances for the West Coast edition of a national monthly musician's resource magazine. Worked under tight deadlines. Provided own photography for all assignments.

18 Media - Menlo Park, CA

Editorial Assistant *July - September 2005/October 2006 - April 2007*
Worked closely with the editorial staff of a monthly Bay Area lifestyle publication. Tasks included fact checking, copy editing, researching and writing various sections of the magazine. Able to work on multiple assignments under