

Kathleen Lees

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PROFESSIONAL EXPERIENCE

New York City Department of Health and Mental Hygiene, Queens, NY

Sept. 2016 – present

Freelance Editorial Assistant

- Edit and fact-check City Health Information (CHI) press releases on various medical topics.
- Proofread medical releases and pamphlets for doctors and other medical staff.
- Conceptualize graphic content for releases and pamphlets.

College of Physicians and Surgeons, Manhattan, NY

April 2016 – Aug. 2016

Seasonal Editorial Assistant

- Wrote, researched and directly published stories to CUMC's homepage with WordPress and Drupal.
- Proofread magazine content for various schools at Columbia University Medical Center (CUMC), and supervised faculty photoshoots used in several of the magazines.
- Wrote leading content for the Fall/Winter issue of the CUMC Dental Medicine magazine.

33 Universal, Manhattan, NY

January 2013 – March 2016

Content Writer/Editor for Science World Report

- Published directly to site using proprietary CMS.
- Copy-edited other writers' materials.
- Researched studies, interviewed study authors and assigned pieces to other writers.

BQE MEDIA, Queens, NY

July 2012 – December 2012

Community Editor

- Wrote weekly column titled "On the Record," presenting a small profile of an individual in the Queens or Brooklyn community.
- Wrote eight to 12 news stories per week.
- Designed weekly news entertainment calendar, using such programs as InDesign and Photoshop.

FREELANCE WRITING

- The American Heart Association
- Everyday Health, Inc.
- Columbia University Medical Center (CUMC) Newsroom
- Columbia University's College of Dental Medicine magazine
- Live Science
- New Chapter Israel
- New York Parenting Magazine

EDUCATION

S.I. Newhouse School of Public Communications, Syracuse, NY

July 2011 – June 2012

Master of Journalism: Magazine, Newspaper and Online Journalism (3.5 GPA)

University of Missouri-Columbia, Columbia, Mo.

September 2006 – June 2011

Bachelor of Journalism, with an emphasis in print and digital media, and a minor in multicultural studies

ADDITIONAL INFORMATION AND SKILLS

- Project assistant at Syracuse University (October 2011 – June 2012). Researched and edited 30 years of archived films with Final Cut Pro.
- Fluent in English and German, with elementary proficiency in Chinese. Proficient in Excel, PowerPoint, Access, Photoshop, and InDesign.

