

Josepha Suarez

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EXPERIENCE

Interim Visitor Experience & Volunteer Associate, Anderson Collection, Stanford, CA, anderson.stanford.edu

(Casual/Contingent support: 08/2023 – present)

- Advise and support volunteers to uphold an excellent visitor experience
- Oversee Visitor Experience and Volunteer Associate responsibilities over a three month interim, including scheduling, meetings, museum opening and closing procedures, catalog sales, and other administrative tasks

Artist, Yosemite Conservancy, Yosemite Valley, CA, yosemite.org/experience/art

(Volunteer position: 06/2018 – present)

- Teach a week of hands-on, four-hour outdoor watercolor and poetry workshops
- Sell original poetry broadsides and paintings at the Art and Nature Center

Editor, PALO, San Diego, CA, palo.us

(Remote position: 11/2017 – 09/2023)

- Ensured the firm's communication design reflected its unique aesthetic perspective
- Oversaw marketing, web copy, award submissions, and grant proposals

Assistant Editor, Stanford University Press, Palo Alto, CA, sup.org

(02/2008 – 03/2012)

- Acquired and developed titles for the Anthropology list, represented the press at conferences, and assisted on the Law, Middle East Studies, and Sociology lists
- Managed the editorial assistant team and the editorial internship program

Editorial Assistant, Stanford University Press, Palo Alto, CA, sup.org

(02/2007 – 02/2008)

- Assisted on the Asian Studies, Asian American Studies, Political Science, Law, Middle East Studies, Sociology, Anthropology, and Education lists, and oversaw three lists over a six month interim
- Evaluated proposals, solicited reviews, analyzed results, coordinated agreements, and prepared manuscripts for production

Project Assistant, Hart Howerton Architects, San Francisco, CA, harthowerton.com

(08/2006 – 02/2007)

- Created copy and edited promotional booklets, project proposals, and correspondence with clients and consultants
- Assisted a team of architects and planners with administrative tasks

Editorial Intern, Benjamin Cummings Publishing, Pearson, San Francisco, CA, pearson.com

(Temporary paid assignment: 02/2006 – 07/2006)

- Edited chapters and online content for titles on the Applied Sciences list
- Solicited reviews, analyzed results, and prepared manuscripts for production

EDUCATION

Saint Mary's College of California
Master of Fine Arts, June 2004
Major in Creative Writing, emphasis Poetry

University of California, Santa Barbara
College of Creative Studies
Bachelor of Arts, summa cum laude, June 2001
Major in Creative Studies, emphasis Literature

SKILLS

- Flexible, calm, and friendly
- Practiced at providing creative support and organized, facilitative direction
- Experienced as an editor, tutor, ESL teacher, copywriter, and copyeditor
- Comfortable working in a deadline-driven environment
- Adept at coordinating schedules for multiple projects
- Proficient with Chicago, MLA, and APA documentation styles
- Proficient with MS Windows, Word, and Excel
- Familiar with Adobe applications including Photoshop and InDesign

ACTIVITIES

- Poet and Artist, joasuarez.com
- Volunteer for the Yosemite Conservancy
- Volunteered at the Anderson Collection at Stanford (09/2022 – 08/2023)
- Happy to practice conversational Japanese and Spanish
- Extensive traveler, including trips to Tunisia, Egypt, Japan, Thailand, South Korea, French Polynesia, much of Europe, Canada, Mexico, and Costa Rica