

ERICA JACKSON

5465 LERNER HALL NEW YORK, NY 917.676.0694 EJ2111@COLUMBIA.EDU

EDUCATION

Columbia University – B.A. expected 2005, Literature/Writing

- Program for Academic Leadership and Service
- Ronald E. McNair Postbaccalaureate Achievement Program
- Volunteer Coordinator, Columbia University Community Impact JEEP College Road program
- *GS Observer*, Features/Perspectives Editor, Web Designer; photography and poems will appear in Fall 2004 issue

California State University, Fullerton – 1993-95, Political Science major, Women Studies minor

- Coursework: Philosophy of Feminism, Women and Politics, American Political Behavior
- Presented paper: "Biracial Women as a Bridge in Women's Studies," Women's Center

Riverside Community College – A.A. 1992

- Dean's List
- Students for Progressive Political Alternatives (political science club), founding member and editor, *Alternatives*
- *Viewpoints*, student newspaper reporter, Features Editor, Copy Editor
- Student of Distinction, Journalism
- Coursework: news writing, newspaper editing, speech, current issues, multimedia/web design, desktop publishing

SOFTWARE AND TECHNICAL SKILLS

- Mac OS10, Windows XP, Palm OS, Windows CE
- Macromedia Studio MX
- Macromedia Director
- Adobe Creative Suite
- HTML, SSI, CSS, forms, rollovers, FTP, telnet
- Web-based content-management (Blogger, Greymatter, MT)
- 35mm and digital photography
- Encode MP3s

ONLINE PORTFOLIO WWW.ERICA JACKSON.COM/PORTFOLIO

- **Southern Asian Institute of Columbia University** *Website Administrator*, [sipa.columbia.edu/sai]
- **John Easdale** *Webmistress, Writer, Photographer* [JohnEasdale.com]
- **Britney.com, bboys.com, byebyebye.com (★NSYNC), jiverecords.com**, *Production Coordinator*

EMPLOYMENT EXPERIENCE

Union for Reform Judaism (formerly Union of American Hebrew Congregations), New York, NY

Administrative Assistant to Program Director – July 2002 to October 2003

- Liaised between Program Director, senior executives, department directors, board and commission members
- Designed database to coordinate ordering and shipment of materials to regional biennial conventions
- Acquired knowledge of Reform Judaism, regional offices and affiliates

Zomba Recording Corporation (parent company of Jive Records), New York, NY

Project Coordinator/Assistant to VP, Internet/New Media Operations - July 1998 to March 2000 (previous position: Floater/Exec. Assist.)

- Spear-headed formation of Production Coordinator position in nascent New Media division
- Supervised in-house and freelance designers; maintained production schedule
- Wrote copy, proofread, corrected code and updated web sites
- Transferred files via FTP and telnet from desktop to staging and live servers
- Gathered assets (audio/video/photo/copy) from labels/distributed assets to designers, producers and encoding companies
- Selected audio and video clips for use on sites and multimedia projects

WRITING SAMPLES

Forms include poetry, fiction and journalism. Complete works available upon request. [www.EricaJackson.com/writes]

REFERENCES

Available upon request