

Pia T. Baur

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EDUCATION

University of California, Davis (June 2011)

Bachelor of Arts in English Literature with an emphasis in Creative Writing and Critical Theory, Minor in Film Studies (3.8 GPA)

WRITING EXPERIENCE & RELATED COURSE WORK

- Advanced Fiction Writing Workshop (Spring 2011)
- Fiction Creative Writing Senior Thesis (Winter 2011)
- Advanced Poetry Writing Workshop (Spring 2010)
- Poetry Writing Workshop (Winter 2010)
- Fiction Writing Workshop (Spring 2009)

AWARDS & RECOGNITIONS

- Deans' Honors List (Fall 2010, Spring 2010)
- Finalist, California Statewide Ina Coolbrith Memorial Poetry Prize (2011)

PUBLICATIONS

- *Yolo Crow*, volume 26 (Summer 2012)
- *The Oddity*, volume 1 issue 2 (August 2012)
- *Nameless Magazine*, print edition volume 3 (Spring 2011)
- *Nameless Magazine* (web publication, Winter 2009)

LECTURES & PRESENTATIONS

- Guest Lecture: "Form Poetry: Sestinas", ENL 100P: Freshman Poetry Seminar, University of California, at Davis, Spring 2012
- Workshop Presentation: "Using WordPress: Creating Different Kinds of Websites for the Classroom," 2012.

INTERNSHIPS & WORK EXPERIENCE

Freelance Editor (2012- present)

- Proofreading texts and manuscripts
- Copywriting and copyediti
- Consulting with clients

Selected Client List:

- Andy Jones, *Cages* (manuscript)
- Jay Kapila, TRC World Group/ Oryza.com
- Paul Barulich, Camco Furnace

Writer and Poet

Publications:

- *Nameless Magazine* (web publication, Winter 2009)
- *Nameless Magazine*, print edition, volume 3 (Spring 2011)
- *The Yolo Crow*, volume 26 (Summer 2012)
- *The Oddity*; volume 1, issue 1 (September 2012)

Publicist, Oberon Wild (musician) (2012-present)

- Strategizing publicity campaigns
- Photographing events
- Researching and booking venues
- Updating online content.

Assistant to VP of Programs | JobTrain (September 2015-present)

Liaising and interfacing with collaborative partners to meet contract requirements, managing organizational processes of different vocational programs offered, maintaining and understanding government partnerships and contracts, supporting client services department by scheduling and running meetings, providing correspondence with the Board of Directors, handling other administrative duties needed.

Sales Coordinator | University Games (May 2014 – June 2015)

Supporting in-house sales and product teams with extensive use of Excel, data analysis, weekly sales and inventory reports; Working directly with retail clients and consumers; Assisting in product management and development; Working with key vendor websites.

Administrative Assistant, Palo Alto Therapy (2013- 2014)

Providing administrative support to four Licensed Marriage and Family Therapists, proofreading and maintaining online content, reviewing and editing articles, newsletters, and email broadcast for publication and distribution, creating and editing content for online marketing campaigns, registering, scheduling, and welcoming clients, handling payment and other confidential information, mailing Treatment Reports and corresponding with Medical and Mental Health professionals, managing multiple calendars and managing office appointments, communicating with and providing information to clients via phone and email, filing and archiving client records, assembling new client information packets

Junior Specialist/Executive Assistant to Andy Jones, PhD. (2011-2012)

Managing Office Appointments and Weekly Schedules, organizing Calendars, answering inquiry emails, miscellaneous tasks as needed.

Producer/Publicist, "Poetry Night Reading Series" Presented by The Davis Cultural Action Committee (2011- 2012)

Creating regular blog, Twitter, and Facebook page updates, publicizing events using various networks of social media support and regional publications, managing publicity campaigns, procuring funds for honorariums, researching, contacting, and scheduling performers, ordering books, coordinating with site producers, attending events, arranging Open Microphone segments after the reading, maintaining and updating the website, training interns.

Producer, "Dr. Andy's Poetry & Technology Hour," weekly Public Affairs Radio Show on KDVS-FM 90.3 (2011- 2012)

Writing biographies and interview questions, creating, updating, and maintaining web content, researching and scheduling guests and interviewees, editing audio files, training interns.

Media Intermediary, UC Davis University Writing Program Publicity Committee "Conversations with Writers" Series (2011- 2012)

Publicizing events using calendars and various resources, including social networks, creating press kits, training interns

Webmaster and Content Manager: www.andyojones.com, www.andysclasses.com, www.poetryindavis.com, www.poetrytechnology.com

Creating, maintaining, and updating content on multiple websites
Updating WordPress and Thesis and all related plug-ins and widgets.

Orientation Assistant, UC Davis First-Year Student Summer Orientation (2011)

Registering, scheduling, and checking-in first-year incoming students and their families for multiple orientation sessions, handling payment, communicating with and providing information to students and families via phone and email, guiding orientation attendees around campus, filing and archiving student records, assembling orientation information packets, all other necessary miscellaneous office clerical work.

Editor & member of the Poetry Board at *Nameless Magazine*, The Official UC Davis Undergraduate Literary Magazine (2010-2011)

Soliciting submissions, scheduling board meetings, editing and critiquing submissions, providing feedback, arranging quarterly web publications and annual print publications, scheduling quarterly events and readings