

# Sara B. Caldwell

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## EDUCATION:

- M.S., Publishing. Anticipated 9/2008, Pace University, New York, New York.
- B.A., Biology. 9/2007, Hartwick College, Oneonta, New York. Thesis: The effects of extended hypergravity on developing embryonic quail eggs.

## PRINCIPAL POSITIONS:

- Assistant Editor, *Genetic Engineering & Biotechnology News* magazine. Mary Ann Liebert, Inc., publishers. 140 Huguenot St., New Rochelle, NY 10801. 8/2007 – Present
- Outdoor Pool Crew Member. FDR Park, NYS Office of Parks, Recreation, and Historic Preservation, Yorktown Heights, NY 10598. 6/2007 – 8/2007
- Freelance Writer, *Upstate Living Magazine*, Oneonta, NY 13820. 3/2007 – 6/2007
- Cashier, Table Rock Cafe. ARAMARK/Hartwick College, Oneonta, NY 13820. 10/2006 – 5/2007
- Customer Service Representative. Blockbuster Inc., Oneonta, NY 13820. 9/2006 – 3/2007
- Field Biology Research Assistant, Biodiversity of Aquatic Macoinvertebrates of Central NYS and Behavior of Crayfish. Dr. Mark Kuhlmann, Hartwick College, Oneonta, NY 13820. 6/2006 – 8/2006
- Groundskeeper. Pine Lake Environmental Campus, Oneonta, NY 13820. 5/2004 – 8/2004
- Website Master, Digital Imaging, Scanning, and Secretarial Services. Yale University, New Haven, CT 06510. 6/2003 – 12/2004
  - For Dr. Benoit Mandelbrot, inventor of fractals, at IBM TJ Watson Research Facility, Yorktown Heights, NY 10598.

## US GOVERNMENT WORK STUDY POSITIONS:

- Laboratory Technician. Department of Biology, Hartwick College, Oneonta, NY 13820. 9/2005 – 5/2006
- Circulation Librarian. Hartwick College Library, Oneonta, NY 13820. 3/2004 – 5/2004
- Horse Stable Hand. Hunter Rein Stables, Otego, NY 13825. 9/2003 – 3/2004

## PRO BONO PUBLICO:

- Intern, WVOX, WVIP. Whitney Radio, New Rochelle, NY 10801. 9/2007 – Present
- General Manager. WRHO-FM, Oneonta, NY 13820. 9/2005 – 5/2007
- Astrobiology Researcher. Hypergravity Confused Flour Beetle and Quail studies, Oneonta, NY 13820. 10/2004 – 5/2007
- Kennel Attendant. Sidney Animal Shelter, Sidney, NY 13838. 4/2006 – 8/2006
- Coordination Assistant. Al Gallodoro Birthday Celebration, Oneonta, NY 13820. 1/2005 – 4/29/2005
- Biology Research Assistant, Invasive Crayfish Behavior & Reproduction. Dr. Mark Kuhlmann, Hartwick College, Oneonta, NY 13820. 9/2004 – 5/2006
- Zookeeper Intern. Ross Park Zoo, Binghamton, NY 13903. 7/2004 – 9/2004

- Veterinary Assistant Intern. Westchester Veterinary Group, Mohegan Lake, NY 10547. 12/2003 – 2/2004
- Contributing Editor and Writer, *Hilltops*. Hartwick College, Oneonta, NY. 10/2003 – 5/2005
- Backstage Assistant. International Jugglers' Convention, Reading, PA 19601. 6/2004
- Office, Promotional, & Backstage Assistant. Paramount Center for the Arts, Peekskill, NY 10566. 6/2001 – 6/2002

### EDITING SKILLS:

Current full-time job responsibilities include the following: Light and medium editing, copyediting, fact checking, and proofreading of manuscripts; compile and maintain "calendar of events" and "people" sections; edit clinical trial press releases for "clinical trial" section; adhere to style book; Quark article formatting.

Current Fall 2007 graduate courses: Copyediting, Magazine Production and Design, Specialized Publications. GPA for all in "A" range (post-midterm grades included).

### RADIO SKILLS:

Managing a 60-person college station; 2006 FCC-relicensing paperwork; news, science, and monologue editing and writing skills; phone and live guest interviews; non-linear digital audio editing; live copy reads (cold); short news segments; on-air reporting; online research; project management; budget management; analytical thinking; conflict and problem resolution; radio production; research; team leadership; knowledge in music and talk formats.

### SOFTWARE EXPERIENCE:

OSX, Win95+	QuarkXPress
SPSS ( <i>Statistical Analysis</i> )	Derive 6 ( <i>Mathematical derivation</i> )
Adobe Photoshop 7	MX Fireworks
MX Dreamweaver	Adobe Audition
Simian ( <i>Radio Automation</i> )	Audio Vault ( <i>Radio Automation</i> )
GarageBand	Mozilla Firefox
Smartcaster ( <i>Limited knowledge</i> )	Mozilla Thunderbird
Microsoft Office 2004 Suite ( <i>Word, Excel, PowerPoint, Entourage, Outlook</i> )	HTML, Ingeniux CMS
	68wpm

### INSTRUMENTATION EXPERIENCE:

Audioarts Eng. Soundboards; 'Pot' Soundboards; Cart, Record, Tape, CD, and Minidisk players; Modulators; EAS Machines; FM Tuners; various travel equipment; familiarity with machines leading up to transmitter.

### VOICE AUDIO SAMPLES:

<http://www.sarabcaldwell.com/radio.html>

### AWARDS & PUBLIC MENTIONS:

- Recipient. Who's Who Among American College Students. 2006
- Certified Operator, 40 cm (16") Maksutov convertible 4/2005  
Cassegrain/Newtonian telescope. Ernest B. Wright Observatory,

- Hartwick College, Oneonta, NY 13820.
- Featured in article, "Hartwick Witnesses Venus Move Across the Sun" <<http://www.hartwick.edu/x9011.xml>>. 6/11/2004
- Representative. Major Connections, Departments of Biology and Physics, Hartwick College, Oneonta, NY 13820. 2004 – 2007
- Recipient. Who's Who Among American High School Students. 2003
- Attendee. Science and Mathematics Outreach Lecture Series, IBM TJ Watson Research Center, Yorktown Heights, NY 10598. 12/2002 – 3/2003

**PUBLICATIONS:**

- 'Odd and Interesting Places to Visit.' *Upstate Living Magazine*, Oneonta, NY 13820. 7/2007
- "The effects of extended hypergravity on developing embryonic quail eggs." *Hartwick College Journal of Biology*. 2007. 5/2007
- 'The Swing', *Writing Underground Journal*, Oneonta, NY 13820. 5/2007

**PRESENTATIONS AND LECTURES:**

- PowerPoint thesis defense of "The effects of extended hypergravity on developing embryonic quail eggs." 5/2007
- *An Overview of Astrobiology*. Hartwick College, Oneonta, NY 13820. 2/19/2007
- Central NYS Juggling Session. Hartwick College, Oneonta, NY 13820. 11/21/2004

**BOOKS:**

- Fifty Mazes for Busy People. Morrisville, NC: Lulu Press. 2005.
- The Mazes of 'Great Mazes' – Volume One. Morrisville, NC: Lulu Press. 2005.
- The No Cheat! Wordsearch and Maze Book – Volume One. Morrisville, NC: Lulu Press. 2004.

**PROFESSIONAL MEMBERSHIPS:**

- AbSciCon 2006 Attendee. Astrobiology NASA Conference, Washington DC. 3/2006
- Member. Beta Beta Beta Biological Honors Society. 9/2003 – present

**ORGANIZATION AFFILIATIONS:**

- President. Preveterinary Club, Hartwick College, Oneonta, NY 13820. 9/2003 – 5/2006
- Member. Outdoor Club, Hartwick College, Oneonta, NY 13820. 9/2003 – 5/2006

**INTERESTS:**

- WRHO-FM
  - General Manager and Technical Advisor. 2005 – 5/2007
    - Completely oversee all WRHO-FM matters including budget, FCC regulations, and paperwork
    - Proposed a streamline version of budget to Student Senate 4/2006
    - Coordinated FCC re-licensing 2/2006
    - Expedited fixing of transmitter when it was struck by lightning 1/2006
    - Facilitate communication between students and administrators

- Spring Weekend Coordinator 48-hr live DJing: Frisbee Field, Hartwick College. 4/2005; 4/2006; 5/2007
- Field Trip to WVCR, 88.3 FM The Saint. 1/2005
- Tsunami Telethon. 1/2005
  - Increased organization membership from 10 DJs (2005) to 31 DJs (2006)
  - Created station manual, restructured executive board, implemented new code of conduct
- Web Site Administrator, <http://users.hartwick.edu/wrho> 2004 – 5/2007
- News Director & Clerk. 9/2004 – 5/2005
- On Air Personality, Roze-Ghost Building to Building. 2004 – 2007
  - Three-hour weekly themed show with live guests
- MetroLink Job Shadowing Program. 2/2007
  - Boston, Massachusetts
    - Observed WBZ-radio AM Drive broadcast in the newsroom and spoke with Assistant News Director Paul Connearney
    - Toured WBUR and shadowed Robin Young of 'Here and Now' during show preparations
  - Toured WERS and spoke with General Manager Jack Casey
- Jester. Medieval Festival, Oneonta, NY 13820. 10/2003
- Lead Saxophonist. Jazz Ensemble, Oneonta, NY 13820. 9/2003 – 12/2006
- Juggler, Member. International Jugglers' Association. 2/2002 – 5/2005
- Maze Maker. Greatmazes.com, over 200 free downloadable mazes. 2001 – Present

*References are available upon request.*