

## Ella Biggadike Harris

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### Experience

#### **Creative Strategy/ Sr. Writer, American Express, NYC, Sept. 2010 - Current**

Founding writer and content strategist launching social commerce digital products within the Enterprise Growth Group including a joint venture with the European online sales company, Vente-Privée and Serve.com. Work closely with senior staff to develop brand identity and voice style guides. Manage design and copy on HTML builds. Manage internal and external communications, producing documents and campaigns for product, servicing, sales, legal, and marketing.

#### **Freelance Writer, Editor, & Strategist, NYC, Sept. 06 - Current**

Copywriter and strategist for mCore, a company that screens athletes for Sudden Cardiac Arrest; Mukari, a social referral online community project; and Gorgeous New York, an online magazine. Copywriter for Tsuru New York, an e-commerce handbag company.

Nonfiction and fiction writing is forthcoming in *O*, The Oprah Magazine and *Glimmer Train Stories* and has also appeared online at Mr. Beller's Neighborhood, Underwater New York, Gorgeous New York, and *Tango*.

Work one on one with writers to copyedit and revise manuscripts in preparation for finding an agent and submitting to editors.

#### **Social Media, Blogger, Copywriter, Lori McLean, NYC, Aug. 09 - Sept. 10**

Founded blog and social media, wrote web copy and marketing emails, managed technology and special order sales.

#### **Freelance Production Editor, Print Matters, Inc., NYC, Feb. 08 - Sept. 09**

Managed editorial direction from proofreaders and publishers. Copy edited, conducted market research, and wrote book proposals that positioned a manuscript to sell.

#### **Freelance Editor, Jennifer Lyons Literary Agency, NYC, Sept. 08 - Sept. 09**

Managed writer relationships with the agency in addition to working with potential clients on their manuscripts by editing and proofreading. Prepared contracts and managed permissions for both U.S. and international re-prints. Wrote proposals customized to editors and their markets. Wrote editorial reports and book jackets. Managed submissions.

#### **Adj. Professor, Purchase College (SUNY), Purchase, NY, Sept. 08 - Dec. 08**

Taught College Writing classes in creative & academic writing and research skills.

#### **Editorial Assistant, Harper's Bazaar, NYC, March 06- August 06**

Interim assistant to the Deputy Editor-in-Chief. Wrote the in-office daily pop culture newsletter, managed writer and photographer contracts and invoices, and created and managed the library of international imprints.

#### **Editorial Assistant, Tango magazine, NYC, Sept. 05 - March 06**

A bimonthly relationship magazine with a national circulation of 300,000 and a website, tangomag.com. Wrote an online column and edited beauty stories. Researched products, wrote product captions, fashion credits, and shopping guides. Transcribed interviews, fact checked features, copy edited and proofread galleys. Assisted with production and styling of fashion shoots.

### Education

#### **Master of Fine Arts, Creative Nonfiction**

Sarah Lawrence College, May 08  
Bronxville, New York

#### **Master of Science, Creative Writing**

University of Edinburgh, Nov. 05  
Edinburgh, Scotland, UK

#### **Bachelor of Arts: Sociology Honors Minors: Creative Writing, Studio Art**

New York University, May 04  
New York, New York

New York University, Jan. - June 03  
Florence, Italy

### Honors

Emerging Writer; New York, July 09  
The Center for Book Arts: Letterpress Publishing

Interviewee; New York, June 09  
The Loving Day Flagship Video

Reader; SUNY Binghamton, Sept. 08  
Writing by Degrees National Conference

Poetry Editor; Bronxville, New York, 06-07  
Lumina, Sarah Lawrence Literary Magazine

Panel Speaker; New York, June 04  
Swirl: "Parenting Mixed Race Children"

Submission Reader; NYU, Sept. 01- May 02  
Minetta Review Literary Magazine

Interviewee; New York, 01  
"Anomaly" documentary

CEO's Intern; Watertown, MA, July 01  
Harvard Business School Publishing

English & Spanish Teacher; Taiwan, April 99  
Wei Li Girls School

### Skills

PC & Mac literate, Microsoft Office, Chicago Manual of Style, AP Style, Adobe Suite, basic HTML/CSS, Quark, Internet Research, Lexis Nexis, Mediabistro Coursework, Lotus Notes, Share Point, Some Spanish & Chinese, Systems Theory & Organizational Behavior training, studio art, jewelry design, production, & repair, handmade books.