

# Billie McKelvie

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## Education

**Brown University** | Providence, Rhode Island | *Spring 2022*

B.A. American Studies, Magna Cum Laude, GPA: 3.8

Visual Arts Minor Equivalent (Institution does not do minors)

## Experience

**BOMB Magazine** | Brooklyn, NY | *January 2022 - Present*

**Circulation Manager** | *July 2023 - Present*

Printer communications, fulfillment coordination, art magazine distribution, rebuilt Salesforce CRM, contract negotiation, copy editing, and fact checking

**Circulation and Office Assistant** | *September 2022 - July 2023*

Contracts, subscriber data analysis, marketing, copy editing, and fact checking

**Editorial Intern** | *January 2022 - May 2022*

Copy editing, fact checking, transcription, and marketing

**The Potomac School** | Remote | *January 2018 - Present*

**Debate Judge**

High School Public Forum, Lincoln Douglas, and Congress Debate Judge

**Brown University, Sarah Doyle Center for Women and Gender** | Providence, RI | *January 2019 - May 2022*

**Zine Librarian**

Archival Research, set up library database, created largest cataloged zine collection on the east coast

**Potomac Vegetable Farms** | Purcellville, VA | *Summer 2019, Summer 2020*

**Archival Researcher**

Historical research, coordination with local historians, museums, and community organizations

**Grassroots Media DC** | Washington, DC | *Summer 2019*

**Video Reporter**

Video reported on local politics and events. Created multi-part series on police violence, corporate influence on DC Pride, and more

**Cantor Fitzgerald Gallery** | Haverford, PA | *Fall 2018*

**Gallery Assistant**

Researched for upcoming shows, installed, and performed front desk duties

**Voice of Witness** | San Francisco, CA | *Summer 2018*

**Oral History Fellow**

Copy edited, created curriculum, transcribed, and fact checked

**Black Moth Gallery** | Ardmore, PA | *Spring 2018*

**Gallery Assistant**

Researched for upcoming shows, installed, and performed desk duties

**Smithsonian, National Museum of Asian Art** | Washington, DC | *Summer 2017*

**Curatorial Intern**

Researched for show *Divine Felines: Cats of Ancient Egypt*

## Awards

**Brown University Arts Initiative Grant** | *2020*

Awarded for artistic excellence

**Brown University Udall Fellowship Finalist** | *2020*

Awarded for research projects on Native lands and the environment

**Haverford Center for Peace and Global Citizenship Fellowship Award** | *2018*

Awarded to students working as a fellow with partner organizations

**Haverford Peace Studies Conference Best Overall Presentation** | *2017*

Awarded by university judges for best presentation

**Virginia State Debate Champion, Public Forum** | *2017*

Awarded to the highest scoring team in the state

## Skills

Photography  
Videography  
Fact Checking  
Copy Editing  
Research  
Adobe Creative Cloud  
Craft CMS  
Transcription  
Salesforce  
DataLoader.io  
Shopify  
Mailchimp  
Google Suite  
Wordpress