

# Mary Ellen Hunt

San Francisco, CA

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## Education

1992-1994 University of Arizona, Tucson, AZ (Theatre & Dance Performance- Continuing)

1987-1991 Bryn Mawr College, Bryn Mawr, PA (A.B. Physics and Astronomy)

## Work Experience

### March, 2002 -present Freelance Writer

Dance reviewer and dance writer for the *San Francisco Chronicle* and the *Contra Costa Times*. Contributor to *Diablo Magazine*, *Dance Magazine*, *Pointe Magazine*, *Dance Teacher*, *In Dance* and *Diablo Arts*. My work has also appeared in the *San Jose Mercury News*, KALW Public Radio, KQED.org and the San Francisco Ballet Community Outreach Program.

### October, 2001-present Designer and Editor of Ballet-Dance.com, San Francisco, CA

Responsible for writing dance reviews for this international site, managing the *Ballet-Dance Magazine* review schedules locally, editing and producing review features, moderating community bulletin boards and working with the executive team on marketing and promotional strategies.

### Jan, 2000-October, 2001 Website Producer, Voice of Dance, San Francisco, CA

Managed editorial and technical production for VoiceofDance.com, a resource website about all forms of dance. Took the company from its initial stage as a one-person, out-sourced production to its growth as the major internet portal for dance, serving over five hundred dance companies. Responsibilities also included writing, editing and technical development, production and coordination of all areas of the site.

### 1996-99 General Manager, Words on Dance, San Francisco, CA

Managed all administrative activities for a public lecture series highlighting famous artists from the world of dance. This included database management, overseeing general mailings, producing and editing press materials, developing the website and managing public program presentations.

### 1998 Public Information Assistant, The Exploratorium, San Francisco, CA

Responsibilities included writing, editing, proofreading press materials, calls to press contacts, developing strategies for the promotion of upcoming exhibitions and events, computer database management and exhibit research.

### 1994-1996 Explainer, Center for Teaching and Learning, Exploratorium, San Francisco, CA

Responsibilities encompassed all aspects of visitor service at the Exploratorium science museum: orientations for student field trips, special educational presentations for visitors, exhibit maintenance, and guiding any visitors with questions pertaining to the museum.

### 1994-1996 Explainer, Center for Teaching and Learning, Exploratorium, San Francisco, CA

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### 1991-1994 Research Associate, Sheila Tobias Co-Ventures, Tucson, AZ

Researched and edited major portions of a revised edition of *Overcoming Math Anxiety*, a book designed to study the long-term effects of math avoidance and its relation to science education.

## **Computer Systems**

### **Operating System Proficiencies**

Mac OS

Windows OS

MS-DOS

Also familiar with VAX/VMS and UNIX environments

### **Software Proficiencies**

Microsoft Office including Word, Excel and Powerpoint

Corel WordPerfect

ClarisWorks

Word Pro

Filemaker Pro

Microsoft Access

Quark Xpress

Adobe InDesign

Adobe Photoshop

Adobe Illustrator

Macromedia Dreamweaver/Contribute

Microsoft FrontPage

### **Other Experience**

In addition to majoring in physics and astronomy I earned a minor in English as an undergraduate.

I have also danced at the national and regional level in New York, Pennsylvania, Arizona and California.

### **References**

Provided upon request