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# ALICE MARKS

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## EMPLOYMENT HISTORY

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- ❖ **Content Creator, daisyBill** Jan 2023 – present, New York  
Full-time position with content and marketing team at a technology company, producers of electronic billing software. daisyBill's mission is to empower medical providers with billing technology, so injured workers can receive necessary treatment.  
Duties and responsibilities include but are not limited to:
  - Conceptualizing, writing, developing and producing video content for daisyBill users and potential customers
  - Researching and parsing workers' compensation resources for content and marketing projects
  - Publicizing video content to daisyBill users and social media
  - Deep comprehension of the workers' compensation system in California and other US states
  - Assisting with webinar and blog content projects
  
- ❖ **Editorial and Communications Assistant, Aeon Media . . . . .** November 2021 – present, Melbourne  
Full-time position with in-house publishing and marketing team at a non-profit organisation, publisher of highly reputed digital magazines Aeon and Psyche.  
Duties and responsibilities include but are not limited to:
  - proofreading and fact-checking editorial copy for Aeon and Psyche magazines
  - assistance with international editorial meetings and research
  - generating newsletters for a subscriber audience of 360,000+
  - producing social media content for multiple platforms
  - website testing for new products + Google Analytics reports
  - administrative support for Sophia Club live philosophy events
  
- ❖ **Contributing Editor and Project Manager, Thames & Hudson Australia . . . . .** September 2021 – present, Melbourne  
Credited publication: *Tasmania Living* by Marita Bullock and Joan-Maree Hargreaves (2022)  
Freelance project management, overseeing the process from receipt of manuscript and photographic materials to submission to printer.  
Duties included but were not limited to:
  - maintaining a positive working relationship with authors; primary point of communication between author and publisher
  - constructing editorial brief and communicating regularly with in-house staff including publisher and production manager
  - liaising with copyeditor, designer and proofreader throughout production process
  - managing multiple deadlines to ensure timely delivery of manuscript in various product stages
  - facilitating production of paratextual elements, including image captioning and crediting, blurb and cover copy
  
- ❖ **Content Lead, Procurious . . . . .** Apr 2021 – November 2021, Melbourne  
Overseeing content creation and ensuring its timely delivery to a global community of members and procurement professionals  
Responsible for fostering strong working relationships with the Procurious networking community: lead point of contact for members, sponsors, social media followers, and blog and event contributors  
Duties included but were not limited to:
  - ensuring regular and accurate content publishing (commissioning, editing, and publishing)
  - copywriting and editing content for blogs, webinar scripts, whitepaper publications, digital marketing campaigns, and other member communications
  - researching and developing SEO strategies to drive and strengthen on-platform engagement
  - providing a point of contact for members, answering FAQs, and keeping the platform updated and user-friendly
  - maintaining a growing community reach and social media presence
  
- ❖ **Contributing Editor, Good Sport Magazine . . . . .** May 2021 – Oct 2021, Melbourne  
Contributing editor for Issue 5, 2021: overseeing structural and copyedit changes to 26 magazines articles
  
- ❖ **Professional Actor . . . . .** Feb 2019 – Present, New York / Melbourne

Acted in two critically acclaimed Off-Broadway productions over eight months  
Represented by Stewart Talent Commercial, Professional Artists Talent Agency, and Kanner Entertainment Management

Most recent performance – Lead role in *Through and Through and Through*, short film directed by Anna Mikami (2023)

❖ **Junior Research Assistant, Kerry Gardner Films** . . . . . Mar 2020 – May 2021, Melbourne

Co-writer and editor of artist biographies for *Australia at the Venice Biennale* (2021), a full-colour print publication of Australian representation at the Venice Biennale International Art Exhibition 1954-2021

Research duties included compiling comprehensive database of exhibited artworks, ensuring their correct captioning, and obtaining copyright approval for artworks and photographic images

❖ **Freelance Writer, WriteLabel** . . . . . Apr 2020 – Apr 2021, New York / Melbourne

Paid contributor of creative copy for a variety of clients including brands, media companies, agencies, and individuals

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## EDUCATION

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❖ **University of Melbourne** . . . . . Aug 2020 – Present, Melbourne

Master of Publishing and Communications  
Graduated with First Class Honours

❖ **Bristol Old Vic Theatre School** . . . . . Sep 2017 – Aug 2018, Bristol

Master of Professional Acting  
Recipient of Bonnie Hurren Prize for excellence in performance and acting technique

❖ **University of Melbourne** . . . . . Feb 2014 – Nov 2016, Melbourne

Bachelor of Arts  
Double Major in English & Theatre Studies and Creative Writing

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## SKILLS

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| Fact-checking                          | Copyediting               | Proofreading              |
| Creative writing                       | Script writing            | Marketing copywriting     |
| Audio transcription editing            | Project management        | Social media management   |
| Excellent interpersonal communications | Strong creative vision    | Research & administration |
| Exemplary customer service             | Sales & retail experience | Media & academic writing  |

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## EXTRA-CURRICULAR ACTIVITIES

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❖ **Saxophone** . . . . . May 2007 – Present

Grade 7, Honours A Grade (Australian Music Examinations Board)

❖ **Yoga** . . . . . Jan 2016 – Present

Vinyasa, Yin, Bikram

❖ **Life Drawing Model** . . . . . Oct 2019 – Present

Regular model for Spring Street Studios, Soho New York  
Guest model for Century Sketch Club (Century Association) New York  
Regular model for Fitzroy Art Collective and Hawthorn Artist Society, Melbourne

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## COURSES

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❖ **Acting for Screen at Kimball Studio** . . . . . Oct 2018 – Mar 2020, New York

❖ **Scriptwriting at Gotham Writing** . . . . . May 2019 – Jul 2019, New York

❖ **Improvisation Comedy at Upright Citizens Brigade** . . . . . May 2019 – Jul 2019, New York

❖ **Shakespeare and Chekhov at Stella Adler Actor's Studio** . . . . . Jun 2017 – Aug 2017, New York