

ANYING J. GUO

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EDUCATION

American University, School of Communication

Bachelor of Arts in Journalism, **minor** in Literature (Transcultural Studies track) & **specialization** in Business Administration

RELEVANT WORK EXPERIENCE

Editorial Coordinator for HBO/Max, Warner Brothers Discovery

March 2022 – Present

- Write, edit, and create consumer-facing write-ups for HBO, HBO Max, International (IOP), Warner Bros. Animation (WBA), Kids, Young Adults and Classics (KYAC) original programming – including episode loglines and series descriptions that appear in press releases, product, and beyond
- Communicate with key collaborators, which include international teams, producers, showrunners, and talent, for language edits, approvals, factsheets, and metadata
- Maintain and update internal SharePoint sites, which serve as a resource and official copy for the marketing, media relations teams while deploying editorial strategies to support the HBO and HBO Max brand messaging
- Present all original programming in a monthly meeting to promote HBO and HBO Max titles
- Submit invoices for freelancers and contractors; work with I.T. team to maintain HBO and HBO Max SharePoint sites

Features Editorial Aide & Freelancer, The Washington Post

Sept. 2019 – March 2022

- Managed theater, dance, and television publishing schedule and oversaw production of stories in the Sunday Arts & Style and Daily Style; posted published stories on Twitter (now known as X) and Facebook
- Wrote daily TV listings for print and online; obtained images and conducted photo research for Features section
- Tracked analytics for the fine arts team, and managed the national arts reporter's [Stuck with Geoff](#) pandemic project
- Edited Ask Amy, Hints from Heloise, and Miss Manners advice columns to align with the Post's voice, as well as book and theater reviews
- Edited, fact checked, and proofed Weekend section for print with copyeditors and designers while curating for the [Things to Do in D.C. blog](#)
- Pitched and published feature stories for Fine Arts, Pop Culture, Weekend, Relationships, and Local Living sections, and former Launcher vertical

Editor-in-Chief, The Rival at American University

Jan. 2016 – May 2019

- Managed a 30-person staff as head editor in weekly meetings; daily communication and collaboration with writers, editors, strategists; formerly a staff writer and section editor
- Challenged and sparked conversation among peers on campus about unconventional cultural, social, political topics; oversaw the production of content on website and social media

Freelancer & Fellow, Tagg Magazine through Day Eight

Aug. 2017 – April 2019

- Published various pieces in LGBTQ+ women's magazine, Tagg Magazine
- Communicated weekly and daily on stories with editors and mentors; attended board meetings, workshops
- Interviewed filmmakers, artists, and other individuals involved in the culture scene in DC, LA, NYC

Editorial & Research Assistant, National Association of Corporate Directors

June 2017 - Aug. 2017

- Published research-based pieces on corporate governance/culture in *Directorship* magazine
- Edited, fact-checked magazine editorials and blog posts; aided research department's findings
- Attended weekly meetings to discuss trends in corporate culture, reader feedback

Multimedia Intern, Voice of America

Jan. 2017 - May 2017

- Designed the VOA Asia radio broadcast to cater to young Asian audiences
- Researched East and Southeast Asian higher education institutions with strong media programs
- Curated relevant news content to Asian audiences and conducted Facebook Live interviews

SKILLS

Fluency in Mandarin Chinese, fact checking, reporting, AP Style, copywriting, copy editing, SEO, proofreading, communication & content strategy skills, Google Analytics and Adobe Analytics training, experience with SharePoint, Metadata ingestion, proficiency in HTML and CSS, grant writing experience, production assistant experience