

KYLA FIGUEROA

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EDUCATION

Stanford University · Sept. 2020 to Current

Bachelor of Arts English (concentration in Creative Writing) 2024

Minor Comparative Studies in Race and Ethnicity 2024

EDITORIAL EXPERIENCES

Heyday Books (via The Bill Lane Center for the American West)

Editorial Intern · June 2023 to Aug. 2023 · Berkeley, CA

- Provided feedback, developmental edits (via writing editorial letters), and line edits for 3 nonfiction, California and social justice-centered nonfiction manuscripts and sat-in meetings with writers under-going the editorial process
- Selected excerpts from 7 different books and assisted with managing the production of the 50th anniversary anthology, showcasing the nonprofits best work
- Performed archival research with Heyday's documents at the UC Berkeley Bancroft Library to incorporate into the reader and social media
- Researched local writers as potential acquisitions for new titles and similar international presses to sell foreign rights for top-selling books, creating informational databases in Google Sheets for each
- Drafted marketing copy for catalog for 3 new releases for the Spring/Summer 2024 Season and began styling a new release's manuscript in Microsoft Word
- Thoroughly read and highlighted words for translation in the Native essay collection, *Know We Are Here*, kickstarting the process for a pronunciation guide for audiobook creation
- Interviewed employees to deepen knowledge about the different roles and operations at a nonfiction press
- Created Instagram post using Canva and wrote blog post about internship experiences for The Bill Lane Center of the American West at Stanford for their promotional materials

The Stanford Daily

Staff Writer and Columnist · Aug. 2020 to Current · Stanford, CA

- News, Arts and Life and The Grind (creative nonfiction) at the Stanford Daily at staff writer status from Vol. 258 to Vol. 264 (current)
- Writing a column for the Arts and Life section (Vol. 264) titled "Metro Memoirs," which will recount artistic engagement, interviews with NYC artists, and incorporate literary journalism in the style of the "Cometbus" zines
- Covered various timely subjects for Campus Life and Academics, including interviewing the Nobel Prize winner in Chemistry, Carolyn Bertozzi, providing updates for the summer power outage at Stanford (one of the Daily's most read articles to date), breaking that the plan for Black Studies departmentalization was sent to Stanford admin in May of 2022, and the reopening of the beloved Olives Cafe
- Engaged with all the beats in Arts & Life (music, reads, screen, and culture), selected to cover high profile concerts and press conferences—such as Rina Sawayama, Courtney Barnett's "Here and There Festival" and Ben Platt's Q&A press event—alongside on-campus literary readings, concerts, and more

Desk and Managing Editor · Sept. 2021 to June 2023

- Directed processes for The Grind section as a Vol. 260 Desk Editor and a Vol. 260–262 Managing Editor
- For the Grind — initiated 2 section-wide series, revitalized section columnist program for consist content for 8 writers, advised writers through editing and feedback, edited and published approximately 95 creative nonfiction articles, outreached and hosted speaker event with writer Connie Wang on literary journalism/lifestyle publications.
- Managing Editor and lecturer for the Daily's Summer High School Journalism Educational Workshop (2022)—in collaboration with 3 managing editors, we prepared lessons on journalistic writing, oversaw 20 desk editors and mentored 200 students through editing and one-on-one feedback
- Desk Editor for Vol. 263 Arts and Life, Screen beat—edited over 50 articles on TV, film and video games—and for the Daily's Summer High School Journalism Educational Workshop (2023)

Stanford Live Journalism Fellowship · Oct. 2022 to Jan. 2023

- Served as a Communications Student fellow for Stanford Live Arts Journalism Fellowship, where I covered six events at Stanford Live within the Contemporary Music genre and received mentorship from professionals within the arts and entertainment journalism industry to improve my technical skills for live performance

ARTS AND ENTERTAINMENT

Office for the Vice President of the Arts (VPA)

Roble Arts Gym (RAG) Student Staff · Oct. 2022 to Current

- Student staff member for RAG—a visual and performing art space—where, in collaboration with co-staff, manages supplies, oversees patrons and assist students with art materials, room reservations and audio equipment for projects (i.e. music, podcasts, etc.) to further cultivate the artistic community at Stanford

Stanford Latines in Theater (LiT)

Executive Producer (Co-President) · Sept. 2022 to Current

- Reviving Latines in Theater (LiT)—after a period of dormancy due to COVID-19—in collaboration with leadership board
- Revamping constitution via adding addition positions, creating organizational and an supporting a additional main stage production for the 23-24 school year
- Ensured success of the 23-24 season through working with financial officer on budgeting and applying for grants available to student organizations

Stanford Theater Lab

Membership Co-Director, DEI Chair, Member · Sept. 2021 to Current

- Facilitated DEI training for board members to ensure diversity, equity, and inclusion is centered in the organization's goals, encourage communication surrounding perception of theater, and prevent conflict with the organization
- Assisted marketing in recruitment through communication with 8 community centers at Stanford that serve marginalized communities to ensure opportunities are being presented equally and to cultivate inclusivity, ensure new theatermakers feel welcomed

SFFILM (Center for Comparative Studies in Race & Ethnicity)

Social Justice and Community Engagement Fellowship · Mar. 2021 to Sept. 2021

- Took pre-requisite class in the Spring of 2021 and served as a Visual Art Making in Praxis Fellow at Stanford CCSRE
- Partnered with SFFILM, a Bay Area-based non-profit that provides grants and hosts residencies to independent filmmakers, and generated a database that showcased 100 funded films
- Designed a zine that consists of interviews with SFFILM residents to promote community access to diverse films and aid marginalized filmmakers entrance to the film industry

LEADERSHIP AND RESEARCH

Stanford Residential Education (ResX)

Resident Student Leader (Residential Assistant or RA) · Sept. 2022 to June 2023

- Oversaw the Sally Ride Dorm at Stanford University as Treasurer — managing dorm budget and expenses with Google Sheets, verifying transaction through Stanford's Oracle financial system, and applying for university grants — to organize bonding activities, including organizing a trip to Disneyland

Vice Provost for Undergraduate Education

Chappell Lougee Scholar · Feb. 2022 to Aug. 2022

- Recipient of selective Arts, Humanities, and Social Science research Scholarship at Stanford University; designed a Journalism and Creative Writing project centered around FLI students and Stockton, CA to uplift marginalized communities
- Interviewed 25 Stockton college students and 2 community leaders on their trajectory and perception of the the city and supplementary research on the history of the city; began a prose collection of fictional vignettes titled The Boomerang over the summer of 2022 based on primary-sourced research
- Culminating project for a creative thesis for Stanford's Feminist, Gender and Sexuality Studies interdisciplinary program, where I will write a staged play and write an analytical supplemental essay on the themes of class, race and queer identity

Vice Provost for Undergraduate Education

Frosh 101 Co-Lead · Sept. 2021 to Dec. 2021

- Taught two sections of Frosh 101—a class that aims to help 10 first-year students to become acclimated with Stanford culture—in partnership with two other students during the Autumn 2021 Quarter

SKILLS

TECHNICAL: Literary and Copy Editing, Wordpress/Webbing Content, Social Media Management, Notion, Microsoft and G-Suite Interface, Library of Congress (LCC), HTML, CSS

GENERAL: Writing (Creative, Academic, Journalism), Customer Service, Event Planning, Interviews/Oral History