

OBJECTIVE

Passionate writer, editor, and former instructor with proven written and verbal communication skills seeking to apply my abilities in the field of public relations. I would love to bring my creativity, enthusiasm and interpersonal skills to your company .

EDUCATION

University of Wisconsin–Madison, 2015
Double Major: Sociology and English (Creative Writing)
Bachelor of Arts
GPA: 3.8/4.0

WORK EXPERIENCE

Freelance Editor

Jan. 2016—Present

The Change Agency, Seattle, WA

- Strategize with business owner about how to best organize and communicate information to target audience
- Edit promotional materials for grammar, spelling, and style
- Ask analytical questions about content and structure of promotional materials
- Provide concrete written and oral suggestions that help make marketing content more engaging and reader-friendly

Writing Fellow

Sep. 2014—Dec. 2015

UW–Madison Department of English, Madison, WI

- Taught students critical writing skills such as grammar, style, organization, argumentation, and evidentiary support
- Provided constructive writing feedback to assigned students in both written and oral formats, including extensive marginal comments and endnotes describing the larger trends in a student's writing
- Communicated with professors and students weekly to ensure class writing goals were met
- Acted as a peer mentor to students regarding life outside of writing assignments

Staff Writer

June 2015—Nov. 2015

College Magazine, Madison, WI

- Wrote articles providing advice about relationships, academics, health, etc. for a collegiate audience
- Promoted articles on all relevant social media platforms to increase *College Magazine* readership
- Developed creative article ideas and drafts on short turnaround times
- Edited articles for grammar, meaning, and style
- Worked closely with editors and interviewees to create polished content

Co-Instructor for Writing Course

Jan. 2015—May 2015

UW–Madison Department of English, Madison, WI

- Taught students writing pedagogy and skill sets that included thesis creation and textual analysis
- Edited, evaluated, and constructively critiqued student writing and participation
- Collaborated with co-instructor and supervisors to create weekly lesson plans catered to unique classroom dynamics
- Created and disseminated user-friendly handouts, which described technical writing concepts
- Facilitated productive writing workshop discussions by asking relevant questions and listening to student concerns

Sales Associate

May 2013—Aug. 2014

Ann Taylor, Madison, WI

- Created new client relationships based on individual fashion and budgeting needs
- Provided suggestions to customers for additional items, increasing personal and department sales
- Delivered excellent customer service and resolved client concerns based on customer feedback
- Helped design displays for new or updated products
- Assisted clients with cash, check, and credit card transactions valued at ~\$3,000 daily

Internal Training Director

Mar. 2013—Dec. 2013

Slow Food UW (SFUW), Madison, WI

- Conducted quantitative and qualitative research to identify areas for improvement in SFUW's orientation program
- Spearheaded initiative to create SFUW Retreat for 30 interns and ensured the retreat incorporated key elements that aligned with the organization's mission
- Compiled a New Intern Orientation Handbook with relevant training and position information based on intern feedback
- Obtained all funding for SFUW's Retreat by developing strategic relationships with local companies and organizations
- Coordinated all logistics for SFUW's Retreat including dates, transportation methods, and food preparation

Chrysalis, Madison, WI

- Developed marketing pieces for potential donors
- Procured funds from numerous organizations to assist in the care and treatment of persons with mental disabilities
- Created new funding relationships with local businesses
- Assisted Director with coordinating venue sites, suitable food vendors, and entertainment options
- Posted event information on newspaper websites and social media sites and listservs

HONORS AND AWARDS

UW–Madison English Department Writing Fellowship

Deans List 2011, 2013, 2014, 2015

RESEARCH**Original Research Presenter**

- Conducted qualitative study in Writing Fellows training course to determine coping mechanisms used by advanced anxious writers
- Invited as a speaker to present aforementioned original research at three conferences:
 - *University of Wisconsin-Madison Writing Center, Madison, WI*
 - *International Writing Conference Association, Pittsburgh, PA*
 - *National Conference on Peer Tutoring in Writing, Salt Lake City, UT*

May 2015

Oct. 2015

Nov. 2015

PUBLICATIONS

- Co-published article with Margaret Nellis “Connecting through Cuisine” in *Southern Exposure Newspaper* on March 1, 2013
- Co-published blog post with Samantha Timm “Filling in the Gaps: Storytelling and Close Looking” in UW–Madison’s Writing Center blog on March 26, 2015
- Published article “Food: It’s the Center Part of Love” in *The Madison Times* on July 10, 2015
- Published article “How to Emoji Your Way to Better Roomie Relations” in *College Magazine* on July 23, 2015
- Published article “10 Reasons to Be Best Friends with Your Peer Editor” in *College Magazine* on August 3, 2015
- Published article “Prestige, Power and Patriarchy: How Top Female Professors Succeeded in Academia” in *College Magazine* on August 27, 2015
- Published article “Move Over, Julia Child” in *Isthmus* on October 22, 2015
- Published article “On the Unfounded Fear of Online Dating” in *College Magazine* on November 6, 2015
- Published article “The Top 10 Colleges for Dog Lovers” in *College Magazine* on November 16, 2015
- Featured article “On the Unfounded Fear of Online Dating” in #1 Amazon Bestselling e-book *Left Swipes & Love: A Millennial’s Guide to Hookups, Dating and Tinder* in *College Magazine* on February 10, 2016

COMMUNITY SERVICE**Boys and Girls Club Cooking Class Volunteer**

Sep. 2012—May 2013

- Completed 100 hours of volunteer work as a Slow Food UW Teen Cooking Night and Cooking Class Assistant
- Assisted in supervising, educating, and preparing food with teens from the Boys and Girls Club in a cultural enrichment program to improve communication skills with individuals from diverse backgrounds
- Used interpersonal skills to connect with a multicultural audience

Pro Bono Grant Proposal Editor

March 2016

- Edited grant proposal for community cultural enrichment program

SKILLS

- Writing/editing news articles, blog posts and marketing materials
- Ability to manage multiple projects at once
- Customer service skills tailored to specialized client needs
- Public speaking/teaching for large and small audiences
- Strong attention to detail
- Basic audio and video editing skills
- Social Media: Proficient
- WordPress: Proficient
- MS-Office: Proficient
- Windows/Mac: Proficient
- Spanish: Intermediate