First Last

(715) XXX-XXXX • email@email.com • City, State
Handshake Profile Link • LinkedIn Profile Link

Summary of Qualifications

• Excellent creative writing capabilities • Strong literary analysis skills
• Extensive experience in Microsoft Office
• Long work history as a dependable team member
• Able to effectively communicate and provide excellent customer service
• Great at prioritizing tasks and multi-tasking

Education

University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI
Bachelor of Arts - **English** May 2026
Minor: **Creative Writing** Summa cum laude
Member of Sigma Tau Delta Honor Society

Relevant Coursework

- Small Press Management
- Editorial Process
- Creative Nonfiction Writing
- Writing for Digital Media
- Book and Publication Design
- Ethnic American Literature
- Grant and Proposal Writing
- Advanced Creative Writing

Related Experience

Cornerstone Press, UWSP Stevens Point, WI
Editor and Sales Director January 2025-May 2026

- Supervised a group of 5 undergraduate students to coordinate the sale and distribution of books published by Cornerstone Press.
- Assisted with the editing of 5 books through the various stages of the publishing process.
- Worked 20 hours/week between two jobs while a full-time students.

English Department, UWSP Stevens Point, WI
Media Content Editor September 2024-May 2025

- Updated content on the department's website strictly following University Communications and Marketing guidelines.
- Created social media content promoting events, information and departmental news for Facebook, Twitter, and Instagram.
- Coordinated an 8-hour UWSP social media takeover to promote National Poetry Month and Poem in My Pocket Day.

Wisconsin/Nicaragua Partners of the Americas Stevens Point, WI
Cultural Commons Arts & Marketing Intern Summer 2024

- Created webpage and blog posts to promote the Commons and generate sale of walkway pavers.
- Facilitated the installation of ongoing components being added to the park including the completion of the "Diamond of the Segovias" sculpture.
- Developed cohesive interpretative signage throughout the Commons..
- Communicated effectively with team in hybrid format (in-person and virtually).
- Wrote press releases for local media.