

**JENNIFER BELMONTE**

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973-263-4891 (cell)

**OBJECTIVE**

Position in publications utilizing my writing, communications, research and organizational skills

**EDUCATION**

Candidate for Bachelor of Arts, 2016

Drew University, Madison, NJ

English Language and Literature Major, Minor in French Language and Culture, GPA 3.5

Varsity Swim Team

**RELATED EXPERIENCE**

*Intern*, Sterling Publications, New York, NY 2014-present

- Assist the Managing Editor with all facets of the editing process, including line editing and fact checking
- Research various topics relating to current book projects
- Attend team meetings to discuss marketing and promotion of current titles

*Reporter*, The Acorn campus newspaper, Drew University, Madison, NJ, 2013-present

- Write articles for sports section, including student athlete and coach profiles
- Edit articles and columns

*Peer Writing Tutor*, Drew University, Madison, NJ 2013-2014

- Taught group and private writing workshops to help students gain clarity of meaning and expression
- Instructed students in research writing, specifically teaching how to write research papers with style
- Helped prepare seminars by organizing the events, putting participating students into appropriate groups, and writing effective handouts.

**OTHER EXPERIENCE**

*Lifeguard*, Fresh Brook Country Club, Montville, NJ Summers, 2010-2013

- Taught private and group swim lessons during a summer sports camp
- Assisted manager in preparing work schedules by organizing hours for each guard

**SKILLS**

Word, Excel, PowerPoint, Photoshop, Social Media

Written and Verbal Communication