

# Clifford Brown

Denton, TX  
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## PROFESSIONAL PROFILE (~3 Sentences)

Results-oriented and detail-driven English major with a passion for effective communication and a keen eye for linguistic nuances. Adept at analyzing and interpreting complex texts, coupled with exceptional writing and editing skills. Proven ability to communicate ideas clearly and persuasively, both in written and verbal form. Experienced in conducting in-depth research and synthesizing information to produce high-quality content.

## CORE COMPETENCIES (Soft Skills)

Editing & Proofreading | Digital Literacy | Presentation Skills | Research

## TECHNICAL SKILLS (Computer Software packages/programs)

Data Analysis | Basic HTML/CSS | MLA Format | Project Management | Microsoft Office

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## EDUCATION

Bachelor of Arts in English GPA: 3.4  
University of North Texas, Denton, TX Expected Graduation Date: May 2026  
*Relevant Coursework:* Editing & Publishing, Modern and Contemporary Literature, Technical Writing

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## EXPERIENCE (Jobs, Internships, and Relevant Class Projects, Research)

Neiman Marcus Group August 2023 – Present  
**Content Writer** Fort Worth, TX

- Contribute to the development of content strategies that align with marketing goals and target audience needs.
- Collaborate with cross-functional teams, including marketing, design, and sales, to ensure content meets strategic objectives.
- Edit and proofread content to ensure grammatical accuracy, clarity, and consistency.

American Heart Association May 2023 – August 2023  
**Grant Writing Internship** Denton, TX

- Researched, identified, and assessed potential grant opportunities that align with the organization's mission and funding needs.
- Developed and maintained a comprehensive understanding of the organization's programs and projects to effectively communicate their impact in grant proposal
- Worked closely with program managers, finance, and other relevant teams to gather necessary information for grant proposals.

Denton Public Library January 2019 – May 2023  
**Library Assistant** Denton, TX

- Provided excellent customer service by assisting patrons with inquiries, locating materials, and offering guidance on library resources.
- Processed check-ins and check-outs of library materials, ensuring accuracy and adherence to library policies.
- Facilitated interlibrary loan requests, including processing requests, tracking materials, and communicating with other libraries.

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## LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a, bullet points for significant contributions)

- Member, Sigma Tau Delta Fall 2022 – Present
- Member, Rhetoric Society of America Spring 2023 – Spring 2024