

# Your Name



484.555.5555



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## EDUCATION

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University of North Texas- Denton, TX  
**Bachelor of Arts in English- May 2022**  
*Minor in journalism*

### Semester Abroad

American Institute for Foreign Study  
Leeds, UK- Fall 2020

## COURSEWORK HIGHLIGHTS

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*Literary Editing and Publishing*  
*Ethical Issues in Mass Media*  
*Public Affairs Reporting*  
*Copywriting*  
*Feature and Magazine Writing*

## SKILLS

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- Adobe: Creative Suite, Digital Publishing Suite and Dreamweaver
- Proofreading
- HTML
- Detail Oriented

## PROFESSIONAL EXPERIENCE

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### Editorial Intern- Summer 2021

D Magazine-Dallas TX

- Edited over 60 articles to publish for the magazine's website and blog
- Wrote and updated content of weekly newsletters, focusing on fashion and style trends
- Participated in meetings and brainstorming discussions for upcoming issues
- Observed the publishing process from start to finish

### Writing Center Tutor, Fall 2019-Present

UNT Writing Center- Denton, TX

- Reviewed student writing assignments and provided feedback to help improve organization, grammar, punctuation and more.
- Focused on the writer as a whole person, rather than focusing solely on presenting assignment.
- Create and lead weekly writing workshops

### Development Intern, Fall 2020

United Way of North Texas- Denton, TX

- Assisted with copyediting of proposals and reports
- Researched potential donors in the area
- Drafted promotional flyers and communications
- Maintained customer database information

## ADDITIONAL EXPERIENCE

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### Server and Host, Summers 2017-Present

Olive Garden- Lewisville, TX

- Provide friendly service and ensure customers enjoy their experience
- Draft and edit promotional information for the website
- Assist staff where needed during peak hours

### Lifeguard, May 2015-August 2016

YMCA-Dallas, TX

- Ensured safety of swimmers
- Taught monthly CPR courses to families