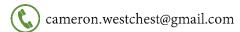
# **Your Name**







#### **EDUCATION**

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**

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

#### **SKILLS**

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

### **PROFESSIONAL EXPERIENCE**

#### **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

# 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