

Education

Bachelor of Arts in English | *Kennesaw State University* | GPA: 3.2

2010-2014

Skills: professional writing/communication, editing/grammar, web design, Spanish, French

Academic Achievements: Undergraduate Scholar of Research and Creative Activity, Dean's List, HOPE Scholarship

Employment

Technical Writing Intern | *Kennesaw State University*

1/2013-8/2014

College of Humanities and Social Sciences Office of Digital Education

- Wrote, edited, and usability tested instructions for instructional technology and equipment
- Managed equipment inventory; organized equipment closet
- Provided support in the Build a Web Course Workshop
- Managed website for instructional technology resources
- Edited documents for grammar and style

Mail Processing Clerk | *United States Postal Service*

7/2012-2/2013

- Processed letter mail through sorting machine; hand-sorted reject letters
- Organized letters and parcels manually as needed
- Delivered letters and parcels to post office boxes
- Operated mini-forklift machine to move pallets of mail
- Trained on passport application processes
- Worked late, flexible, and overtime hours to ensure mail was processed in time for carriers to deliver

Publications

- Published 28 news articles in *The Sentinel* at KSU (2011-2013)
- Published 18 "SGA Beat" articles in *The Sentinel* at KSU (2011-2012)

Awards & Scholarships

- Student Life Golden O's Humanitarian Award (2014)
- Student Life Golden O's Humanitarian Jewel Initiative Award (2014)
- Student Government Association, Senator of the Year (2013)
- Student Government Association, Best Supporting Senator of a Director (2013)
- Student Media, *The Sentinel* Best Recurring Column (2012)
- Student Government Association Most Valuable Player (2012)

Leadership and Involvement

- Web Designer, Global Library, KSU (2013-2015)
- Committee Member, Making Strides Against Breast Cancer Atlanta (2014)
- Student Representative on eCore subcommittee, Consolidation Operational Working Group, KSU (2014)
- Director of External Affairs, Senator for CHSS, Student Government Association, KSU (2013-2014)
- Finance Chair, Team Captain, Spirit Committee Member, Relay for Life of KSU (2012-2014)
- Sigma Tau Delta English Honors Society (2012-2014)
- Copyeditor and News Writer, *The Sentinel*, KSU (2011-2013)

Languages

Computer (in descending order of fluency): HTML, CSS

Spoken (in descending order of fluency): English, Spanish, French