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## EDUCATION

### **Purdue University**

West Lafayette, IN

May 2020

### **BA Professional Writing**

- Minors in History & Creative Writing
- Honors: Highest Distinction (GPA: 3.99 / 4.00)

## EXPERIENCE

### **Purdue Press**

*Journal of Pre-College  
Engineering Education*

Aug 2017 – current

### **Editorial Assistant**

- Edit academic articles for grammar and readability via Track Changes in Word
- Correspond with authors to resolve queries and obtain approval of proofs
- Standardize decision letters and requests to boost efficiency and turnover time
- Compile weekly report in Excel to monitor changes in submissions
- Co-author annual report to analyze authorship and readership demographics

### **Crow**

*Corpus & Repository  
of Writing*

Aug 2018 – Aug 2019

### **Undergraduate Researcher**

- Developed content for blog and social media to promote writing research project
- Designed promotional materials including logos and fliers in Adobe Creative Suite
- Managed multiple tasks and collaborative projects using Basecamp
- Organized notes and internal documents to promote long-term sustainability

### **Sycamore Review**

Aug – Dec 2018

### **Undergraduate Intern**

- Interned with Purdue MFA's internationally acclaimed literary magazine
- Evaluated 10 submissions weekly in the genres of poetry, fiction, and non-fiction
- Justified acceptance or rejection in reader reports on Submittable
- Transcribed interview of featured author Carmen Maria Machado

### **Odyssey**

May – Aug 2018

### **Content Creator**

- Produced weekly lifestyle articles for a college-based web platform
- Wrote progressive articles on environmental and social justice issues
- Self-promoted articles through posts on social media

### **Purdue Writing Lab**

Jan – May 2019

### **Undergraduate Tutor**

- Collaborated with peers in interdisciplinary fields via personal tutoring sessions
- Equipped peers with writing strategies, best practices, and critical thinking skills

## AWARDS

### **Crouse Scholarship**

April 2018

- Merit-based award given annually to one student in writing & publishing
- Recipients selected by a panel of faculty and field professionals

### **Outstanding Senior**

February 2020

- Merit-based award honoring one senior within each academic college at Purdue
- Selected by both the Professional Writing and overall English department

## REFERENCES

### **Katherine Purple**

- Editorial, Design, and Production Manager | Purdue University Press
- [kpurple@purdue.edu](mailto:kpurple@purdue.edu) | 765.494.6259

### **Bradley Dilger**

- Director of Introductory Composition | Purdue University
- [dilger@purdue.edu](mailto:dilger@purdue.edu) | 309.259.0328