# IMA BULLDOG

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# SUMMARY

# *Enthusiastic English major* *seeks a full-time writing position*

# Detail-oriented, comfortable editing both technical and creative pieces

# Technologically savvy; proficient in using social media marketing strategies

# Skilled in Google Documents, Microsoft Office (Word, PowerPoint, Excel and Publisher) and Photoshop

# Fluent in Spanish

# Education

Alabama A&M University (AAMU) Normal, AL

**B.A., English** Dec. 20xx

# EXPERIENCE

**Technical Writer Intern | Dynetics,** Huntsville, AL Jun. 20xx-Aug. 20xx

* Worked with senior team members to create responses and supporting documentation for request for proposals
* Researched and compiled technical data for use in various operation and training materials
* Prepared written text and coordinated layout and organization of materials according to prepared outlines and specifications

**Global Warming Intern | Environment Protection Agency,** Washington, D.C. Jun. 20xx-Dec. 20xx

* Developed a wide variety of communication materials, presentations, memorandums, press releases
* Worked with staff to develop targeted educational materials for school age children to promote healthy choices for the environment
* Observed meetings with marketing team regarding branding and promotions strategies

**Online Intern | Essence Magazine,** Atlanta, GA Jun. 20xx-May 20xx

* Provided research assistance to a team of 8 fashion writers
* Assisted staff in writing, editing and brainstorming content ideas
* Gathered multimedia components such as photos and videos to enhance articles

**Student Assistant | AAMU Writing Center,** Normal, AL Aug. 20xx-May 20xx

* Assisted students with essay construction and suggested methods for individual critiques
* Advised in argumentative, compare and contrast, cause and effect essay development
* Identified punctuation and grammar errors and recommend revisions

# SERVICE

**Volunteer Reader | Huntsville City Schools,** Huntsville, AL 20xx-present

* Conduct weekly reading sessions with third-grade classes at MLK Elementary School
* Select age-appropriate reading for kids at the third grade level
* Identify a third grader each week to co-read aloud to peers

# MEMBERSHIPS

Modern Language Association 20xx-present

American Literature Association 20xx-present