

# CRISTIANA GALO

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## SUMMARY

Experienced writer passionate about creating compelling content and driving engagement. Talented at crafting stories that inspire and resonate with readers. Eager to contribute to a dynamic team, learn from professionals, and develop content that resonates with target audiences and achieves business goals.

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## SKILLS

**Digital Communication:** Social media management (Facebook, Instagram, Twitter), email correspondence.

**Research & Information Literacy:** JSTOR, Google Scholar, UNT Digital Library, Legacy Catalogue.

**E-commerce platform management:** Shopify.

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## WORK EXPERIENCE

### Writer

helenmollybooks |Remote

*05/2023-Present*

- Managing Instagram and Facebook accounts.
- Organizing internal calendars and posting weekly articles.
- Using SEO to target specific audiences.

### Junior Office Assistant

*01/2020-05/2020*

Mug Heist |Remote

- Managed Instagram and Facebook accounts, scheduling content and engaging with customers.
  - Organized internal calendars and scheduled client appointments.
  - Maintained digital filing systems.
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## VOLUNTEER EXPERIENCE

**Sharing Rescue Dogs** | Pooch Savers Rescue |Plano, TX|

*05/2025-Present*

- Assisting organization with researching social media groups and creating posts to promote rescue dogs for adoption.

**Library Volunteer** |Emily Fowler Library |Denton, TX|

*06/2015-08/2016*

- Assisted library users in a summer reading program, directly applying customer service and information literacy skills to help patrons find desired content.

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## STUDENT PROJECTS

**Research Projects** |University of North Texas |Denton, TX|

***08/2020-05/2023***

- Conducted group research and co-authored a paper on the history of jazz, demonstrating strong research, collaboration, and writing skills.
- Investigated and presented a research paper on wildlife preservation group Defenders of Wildlife, showcasing independent research and presentation abilities.
- Delivered an oral presentation and report on mitochondrial disease for student audiences, honing public speaking and information dissemination skills.

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## EDUCATION

**Bachelor of Arts (BA), English Literature**

University of North Texas | 2023