

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.

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.

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.

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.

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.

EDUCATION

Bachelor of Arts (BA), English Literature

University of North Texas | 2023